ERIC Document Resume	See Instruction Sheet	DATE OF RESUME	DATE RECEIVED

A. PUBLICATION DATA

1. ERIC NUMBER: ED001651
2. ORIGINATOR CONTROL NO(S).: N.A.
3. IDENTIFICATION NO.: N.A.
4. AUTHOR(S): Eyeman, Dale W., Divizia, Margaret W. and others
5. TITLE OF DOCUMENT ABSTRACTED: It's Worth A Visit
6. PUBLICATION TITLE: N.A.
7. EDITOR(S): N.A.
8. PLACE OF ORIGIN
ORG. Los Angeles City Schools
ST. Los Angeles, California
CITY, STATE
TELE. EXT.
INST/LOC CODE
9. PUBLISHER OR SOURCE
Los Angeles City Schools
Los Angeles, California

10. VOL.	11. PAGES	12. MO./YR.	13. TOTAL PP.
N.A.	N.A.	N.A.	90

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COPYRIGHT RELEASE FILED YES ☐ NO ☐

TYPE OF REPORT
PROPOSAL ☐
IN-PROGRESS ☐
FINAL ☒
FOLLOW-UP ☐

OTHER ERIC REFERENCES:

ERIC SATELLITE CODE

B. INDEXING DATA

14. SUBJECT AREA
15. TYPE OF ENDEAVOR: teacher guide
16. INDEXING TERMS (6-12)

school journies
extra-curricular activities
curriculum planning
secondary education
audio-visual materials
junior colleges
community resources
follow-up activities
adult education
trips

17. ABSTRACT (MAX. 250 WORDS)

It is held that a properly conducted school journey is a planned, carefully supervised, and thoroughly evaluated visit to a point of interest away from the immediate vicinity of the classroom. To observe outside activities first hand is of great help in crystallizing concepts. Trips, however, are justifiable only when they are related directly to subject matter being studied by the class involved. Such journies extend understanding of community activities and resources, build attitudes of civic responsibility, and develop appreciation of the people in the community. Precise and reasonable procedures should be followed in arranging for and making a school journey.

Areas of study for which many worthwhile school journies can be made in and around the Los Angeles area are listed as follows: agriculture, art, business education, driver education, English, foreign languages, home nursing, homemaking, industrial arts, mathematics, military training, music, science, and social studies.

The information is intended for the use of the Los Angeles Public School teacher at the secondary level, junior college level, and teachers involved with adult education. (Information concerning approximately 150 such journeys is given).

ERIC No.

18. SOURCE OF ABSTRACT

C. FUNDING DATA

19. SUPPORTING ORGANIZATION
20. DIVISION OR DEPT.
21. CONTRACT NO.
PROJECT NO.
22. TOTAL COST OF PROJECT
23. DURATION OR PROJECT

U.S. Department of Health, Education, and Welfare
Office of Education

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ERIC Form 1

ED001651

DW

1960

DW

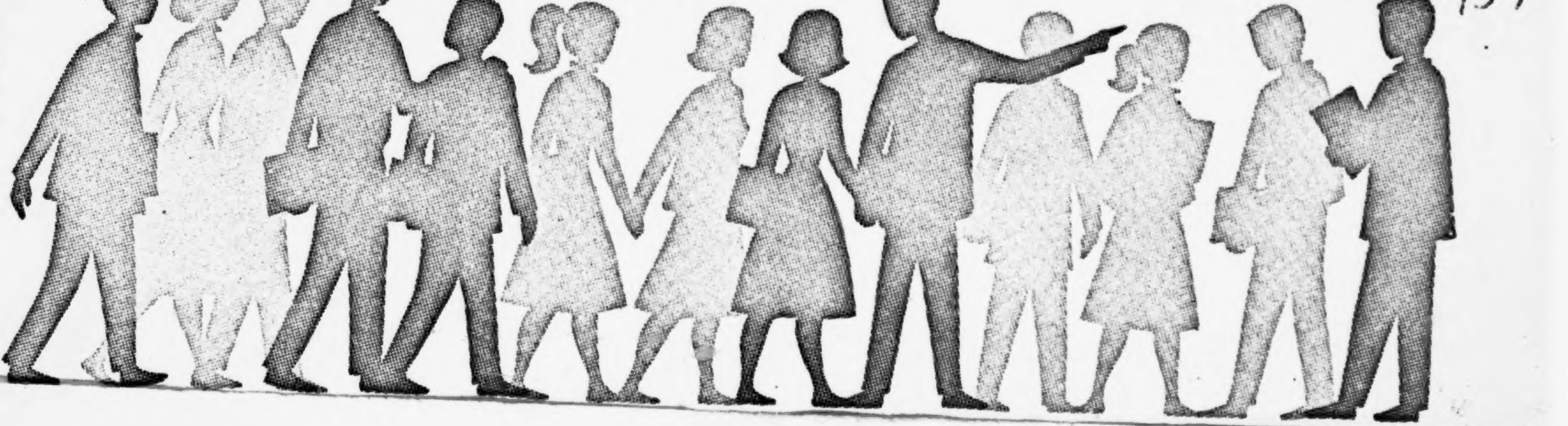
IT'S WORTH A VISIT

LOS ANGELES CITY SCHOOLS

INFORMATION RETRIEVAL CENTER ON THE DISADVANTAGED
Ferkauf Graduate School of Education, Yeshiva University

(R10) R23

T34



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APPROVED:

ROBERT E. KELLY
Associate Superintendent
Division of Secondary Education

EVERETT CHAFFEE
Associate Superintendent
Division of Instructional Services

FOREWORD

It's Worth a Visit is a new edition of the 1955 catalog. Only those journeys are listed which have a direct relationship to the curriculum of the secondary schools.

The school journey, or field trip, represents a type of experience which has many values for pupils. A properly conducted school journey is a planned, carefully supervised, and thoroughly evaluated visit to a point of interest away from the immediate vicinity of the classroom. The field trip is defined as a "going-out process in which students observe the work-a-day world in operation . . . an excellent bridge between the work of the school and the work of the world outside."[1]

To observe an airport, a museum, or a great harbor at first hand is of tremendous importance and help in crystallizing concepts. There are a multitude of abstract and hidden factors which are not immediately apparent, and which need the guiding hand of the teacher, if pupils are to grasp them. Social, civic, and economic concepts require development and interpretation. In pointing out these underlying and less obvious relationships, the teacher can make the journey a most satisfying, most helpful, and highly practical experience for all pupils.

School journeys are justifiable only when they are related directly to the subject matter being studied by the class making the trip. Teachers who plan to take classes on school journeys listed in this catalog are urged to follow closely the regulations and procedures relating to such trips as listed on pages 1 to 11. Careful planning and observance of these procedures will serve to make the school journey truly "an excellent bridge."

EVERETT CHAFFEE
Associate Superintendent
Division of Instructional Services

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[1] Edgar Dale, *Audio-Visual Methods in Teaching*. Revised Edition. (New York: The Dryden Press, 1954), p. 156.

ACKNOWLEDGMENTS

For their interest and cooperation in making facilities available, the Audio-Visual Section wishes to express appreciation to the business firms, institutions, and other places listed for visitation in this catalog. Pupils of the Los Angeles city junior and senior high schools, junior colleges, and adult schools will profit from the valuable educational experiences which the tours provide.

The 1960 edition of *It's Worth a Visit* has been prepared under the direction of Dale W. Eymann, Secondary Supervisor, Audio-Visual Section. Contributions of John Sansam and Rex Malcolm, Secondary Specialists, who organized and prepared the contents of the current edition, are acknowledged with particular appreciation.

Gratitude is also expressed to Albert J. Dunkel, Senior Illustrator, and to Elizabeth Dawson, Library Coordinator, who generously handled the technical details of publishing the manuscript.

DALE W. EYMANN
Secondary Supervisor
Audio-Visual Section

MARGARET W. DIVIZIA
Supervisor-in-Charge
Audio-Visual Section

PAUL F. DEVINE
Administrator of Instructional
Aids and Services

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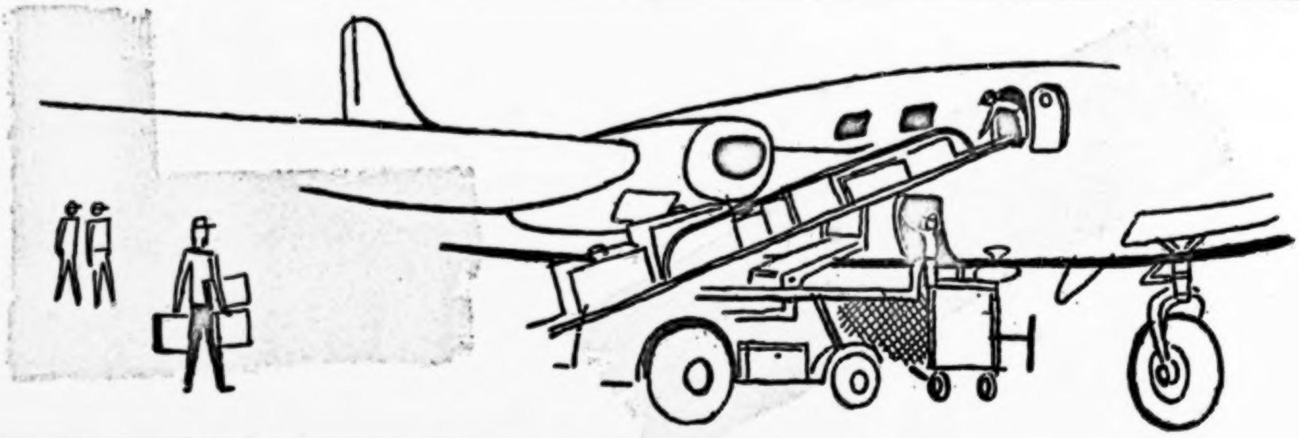
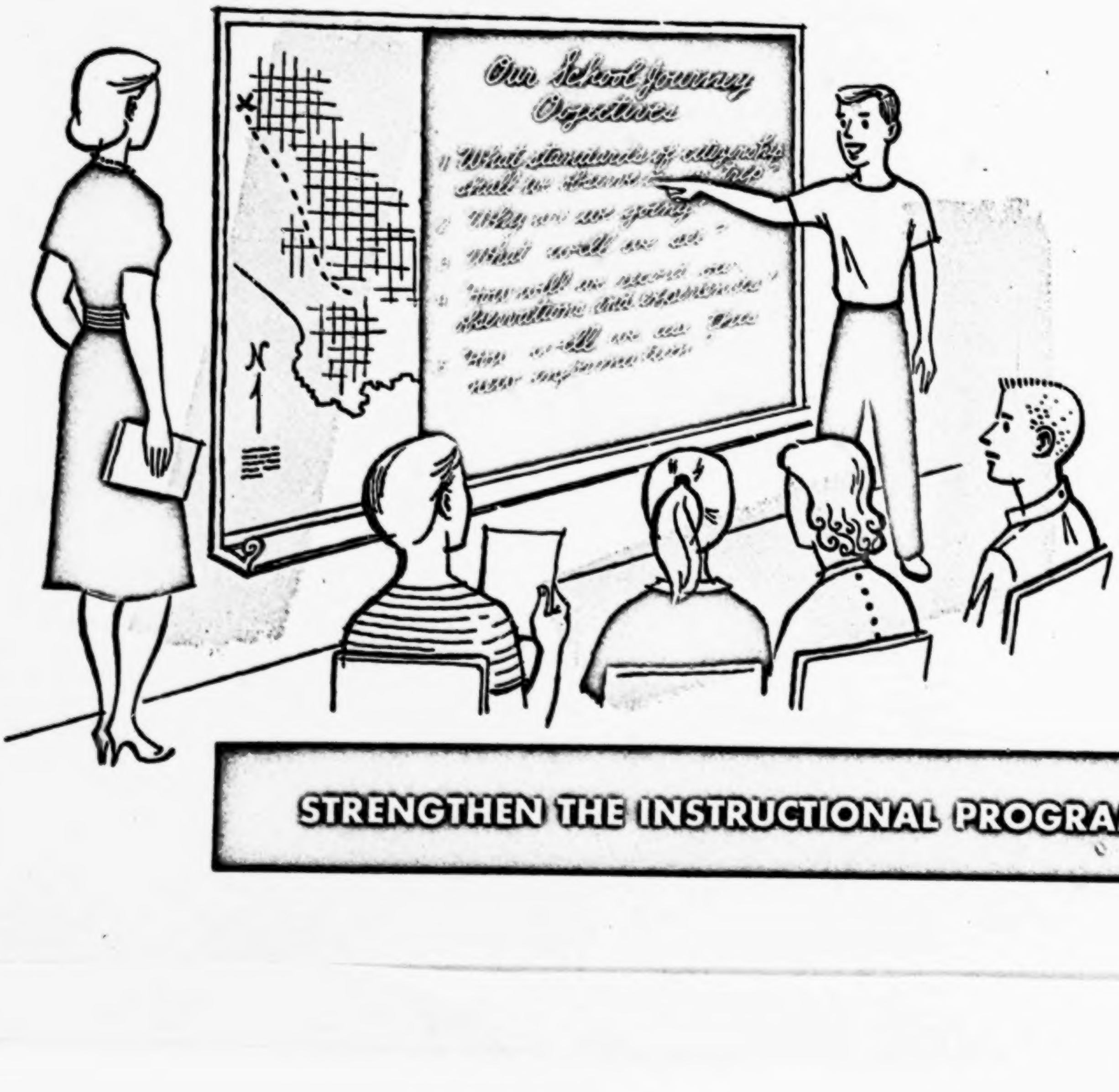
SOME PURPOSES FOR TAKING SCHOOL JOURNEYS

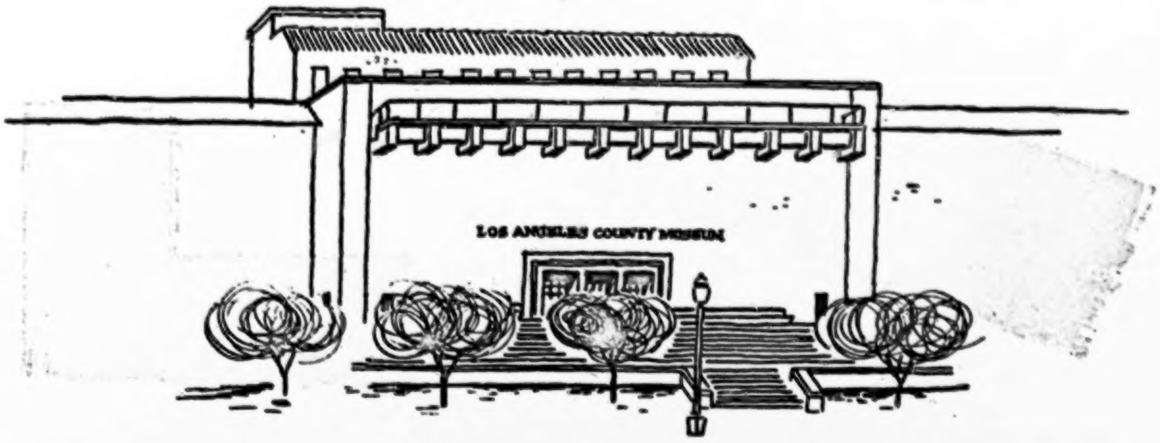


CLARIFY AND ADD TO INFORMATION THROUGH FIRST-HAND EXPERIENCE


Our School Journey Objectives
Why are we going
What will we see

STRENGTHEN THE INSTRUCTIONAL PROGRAM

A SCHOOL JOURNEY IS A LEARNING EXPERIENCE


LOS ANGELES COUNTY MUSEUM

EXTEND UNDERSTANDING OF COMMUNITY ACTIVITIES AND RESOURCES

DEVELOP APPRECIATION OF THE PEOPLE IN THE COMMUNITY

BUILD ATTITUDES OF CIVIC RESPONSIBILITY

HOW TO MAKE ARRANGEMENTS FOR ANY SCHOOL JOURNEY

THERE ARE TWO KINDS OF SCHOOL JOURNEYS:

1. Regular School Journeys

   They are all listed in this catalog or in supplements to this catalog.

2. Curricular and Special Trips

   They are not listed in this catalog.

THIS IS HOW TO ARRANGE FOR EITHER KIND OF SCHOOL JOURNEY:

1. Regular School Journey

   a. Plan date with school administrator.

   b. Contact Transportation Branch.

   See page 2 for phone number and details of procedure.

2. Curricular or Special Trip

   a. Plan date with school administrator.

   b. Plan date with person in charge of the place to be visited.

   c. Check availability of buses with Transportation Branch.

   d. Send completed Form 78.20 to the Transportation Branch.

   See page 3 for addresses, phone numbers, and details of procedure.

PROCEDURES

HOW TO MAKE ARRANGEMENTS FOR A REGULAR SCHOOL JOURNEY

(Listed in this catalog)

WHOM TO CONTACT: After planning the date with the school administrator, call the Principal Clerk, Transportation Branch at RIchmond 7-4411, Extension 466.

Transportation Branch will make all the necessary contacts with the place to be visited. Schools are asked not to call places listed in this catalog to discuss dates or times of visits.

WHEN TO CALL: At least two weeks before the date of the trip, between 12:30 and 4:00 p.m., Monday through Friday.

WHAT TO SAY: Be prepared to give the following information:

1. Name of school
2. *Destination as listed in this catalog*
3. Subject, unit of study, or organization
4. Number of pupils
5. Grade level
6. Teacher's name
7. Dates -- First, second, and third choices, checked for conflict with other dates on school calendar
8. Whether lunch time is requested
9. Time -- School journeys may be planned between the hours of 9 a.m. and 1:30 p.m.

CONFIRMATION: Written confirmation will be sent to the school prior to the date of the trip.

PARENT'S APPROVAL: Written approval of parents or guardians of pupils must be on file at the school. Form 34-EH-17, "Parent's Approval," is available at the school for this purpose. (See illustration, page 4.)

PROCEDURES

HOW TO MAKE ARRANGEMENTS FOR A CURRICULAR OR SPECIAL TRIP

(Not listed in this catalog)

A curricular or special trip is one that is not listed in this catalog, but which has value to a class or special school group. In addition to trips of the same general nature as those listed in the catalog, trips to special music and drama events, and to community or educational activities, are classed as curricular or special. Each trip must be approved by the assistant superintendent for junior or senior high schools.

WHOM TO CONTACT:

1. After planning the date with the school administrator, obtain permission from the person in charge of the place to be visited, determining the dates -- first, second, and third choices -- and the time of the visit.
2. Call the Principal Clerk, RIchmond 7-4411, Extension 466, to check availability of buses on dates and at times planned for.
3. Send completed original and duplicate of Form 78.20, "Application for Curricular Trip," (illustration, page 5) to:

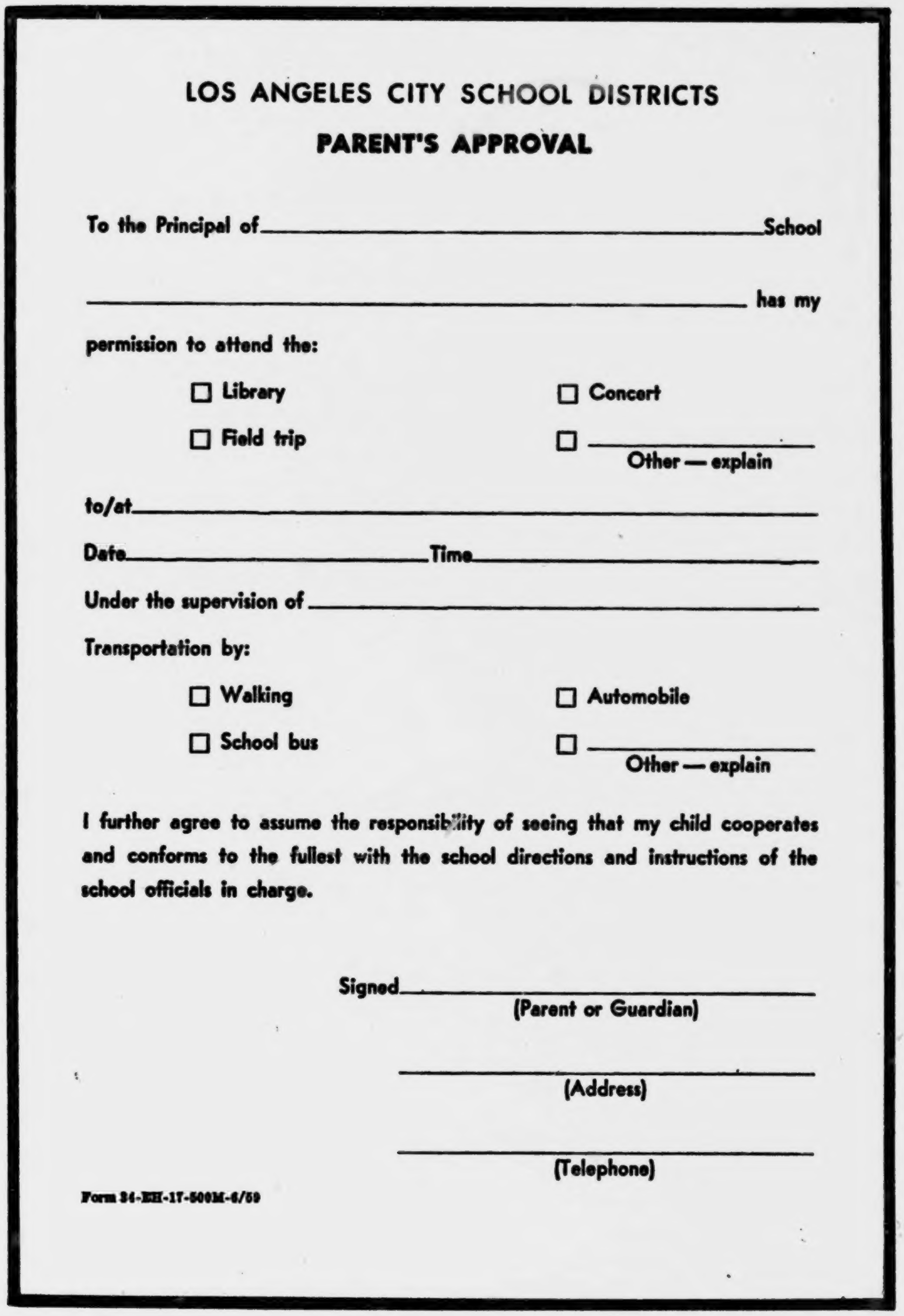
   Senior Bus Dispatcher
   Business Division
   Transportation Branch, Room 201

   Keep the triplicate copy of the form for school records.

WHEN TO APPLY: Application should be made at least two weeks in advance of the date of the trip.

CONFIRMATION: When the journey is approved and scheduled, Transportation Branch will return one copy of the application as confirmation.

PARENT'S APPROVAL: Written approval of parents or guardians of pupils must be on file in the school. Form 34-EH-17, "Parent's Approval," is available in the school for this purpose.



LOS ANGELES CITY SCHOOL DISTRICTS

PARENT'S APPROVAL

To the Principal of______________________________School

____________________________________ has my

permission to attend the:

☐ Library ☐ Concert

☐ Field trip ☐ ________________ Other — explain

to/at____________________________________

Date__________________Time__________________

Under the supervision of ____________________________

Transportation by:

☐ Walking ☐ Automobile

☐ School bus ☐ ________________ Other — explain

I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest with the school directions and instructions of the school officials in charge.

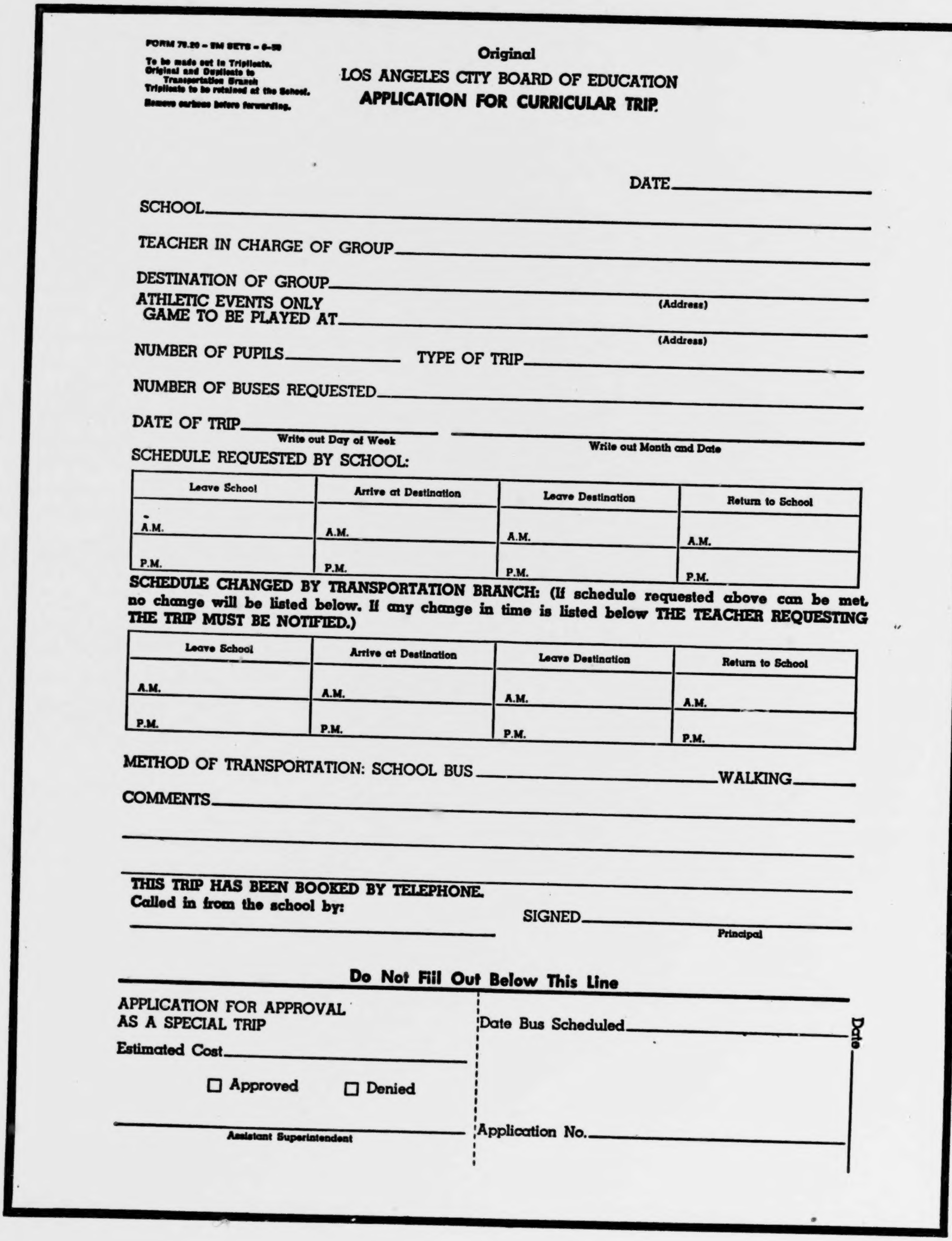
Signed____________________________
(Parent or Guardian)

____
(Address)

____
(Telephone)

Form 34-EH-17-500M-6/59

Form 34-EH-17



FORM 78.20 - 5M SETS - 6-59

To be made out in Triplicate.
Original and Duplicate to
Transportation Branch
Triplicate to be retained at the School.

Remove carbons before forwarding.

Original

LOS ANGELES CITY BOARD OF EDUCATION

APPLICATION FOR CURRICULAR TRIP

DATE____________________

SCHOOL____

TEACHER IN CHARGE OF GROUP______________________________

DESTINATION OF GROUP______________________________

(Address)

ATHLETIC EVENTS ONLY
GAME TO BE PLAYED AT______________________________

(Address)

NUMBER OF PUPILS__________ TYPE OF TRIP____________________

NUMBER OF BUSES REQUESTED______________________________

DATE OF TRIP_______________ ______________________________

Write out Day of Week — Write out Month and Date

SCHEDULE REQUESTED BY SCHOOL:

Leave School	Arrive at Destination	Leave Destination	Return to School
A.M.	A.M.	A.M.	A.M.
P.M.	P.M.	P.M.	P.M.

SCHEDULE CHANGED BY TRANSPORTATION BRANCH: (If schedule requested above can be met, no change will be listed below. If any change in time is listed below THE TEACHER REQUESTING THE TRIP MUST BE NOTIFIED.)

Leave School	Arrive at Destination	Leave Destination	Return to School
A.M.	A.M.	A.M.	A.M.
P.M.	P.M.	P.M.	P.M.

METHOD OF TRANSPORTATION: SCHOOL BUS____________________ WALKING________

COMMENTS____

THIS TRIP HAS BEEN BOOKED BY TELEPHONE.
Called in from the school by:

______________________________ SIGNED______________________________

Principal

Do Not Fill Out Below This Line

APPLICATION FOR APPROVAL
AS A SPECIAL TRIP

Estimated Cost____________________

☐ Approved ☐ Denied

____

Assistant Superintendent

Date Bus Scheduled____________________

Date

Application No.____________________

Form 78.20

GENERAL INFORMATION

1. The primary purpose of school buses is to transport school children to and from school. A secondary purpose is to make school journeys possible. School journeys must in no way interfere with the regular transportation of pupils.

2. Buses usually are available for school journeys on school days between the hours of 9 a.m. and 1 p.m.

3. Bus drivers have been instructed to allow teachers as much time as possible at places visited. However, it is important that enough time be allowed for the return trip to the school. Drivers will inform the teachers beforehand as to the time the bus should leave the place visited.

4. Classes should be assembled and ready to board the bus at the designated starting time of the trip in order to arrive promptly at places of visitation.

5. Only school personnel are allowed to accompany children on school buses. Parents are not eligible to ride on school buses.

6. Attendance may be counted for time spent on educational trips away from school during the regular school day if the pupils are accompanied by a certificated employee of the Los Angeles City Schools.

7. The Education Code requires that teachers carry first aid kits when conducting pupils on field trips. These kits are available on buses. The Code further requires that, if the trip is to be conducted into an area known to be infested by poisonous snakes, a snake bite kit be included. These kits are available at the Health Education and Health Services Branch. Phone MAdison 5-8921, Extension 326, or go to Room H-208, Administrative Offices, 450 N. Grand Ave., Los Angeles 12.

8. A County Counsel opinion states that, in order for bus drivers to protect themselves fron unnecessary liability, they should not allow pupils being transported on school journeys to get off the bus at points other than the school or the destination.

9. The Business Division shall have the authority to disapprove the use of school buses for the following reasons:

   a. Illegal use of school buses.
   b. Excessive cost.
   c. Insufficient funds.
   d. Exceptional hazards.
   e. Unavailability of equipment or personnel.
   f. Abuses.
   g. Priority needs.

STANDARDS OF PUPIL BEHAVIOR ON BUSES

1. The *Regulations of Pupil Transportation*, published by the State Board of Education, provide as follows in Article 7, Section 1085:

   Authority of Driver. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of a district. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached his destination.

   The teacher has the same authority and responsibility on a school journey as in the classroom and should maintain direct control of pupils at all times.

2. The following rules are to be observed by passengers on buses operated by the Los Angeles City School Districts:

   a. Remain seated.
   b. Refrain from loud conversation.
   c. Do not sing or whistle.
   d. Refrain from boisterous conduct.
   e. Keep all parts of the body inside the bus.
   f. Avoid unnecessary noise.
   g. Use no profanity.
   h. Do not eat on the bus.
   i. Do not wear athletic footwear equipped with cleats or spikes on the bus.

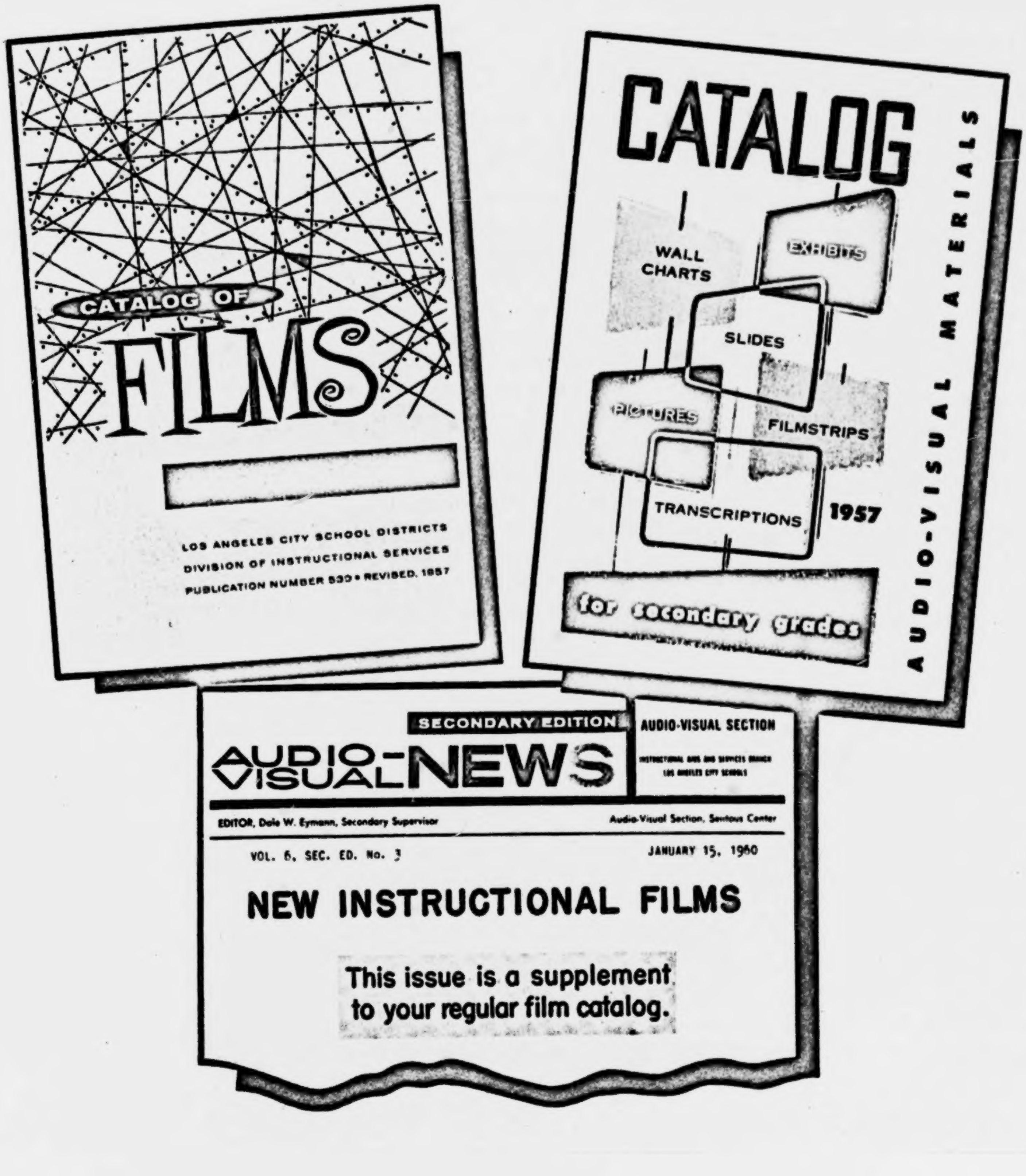
   Teacher or coach must accompany each group of pupils making a special trip.

3. In the interest of safety, the above standards of pupil behavior on the buses must be followed on all school journeys. It is recommended that an orientation regarding them be included as a part of the class preparation for the trip.

4. Legal opinions hold that *failure to supervise* pupils properly on field trips could make the teacher -- and possibly the school district -- liable for damages.

USING AUDIO-VISUAL MATERIALS for...

Sound films for enrichment in various subject fields are listed in *Catalog of Secondary Films*. Filmstrips, study prints, wall charts, exhibits, and transcriptions are listed in *Catalog for Secondary Grades*. The *Audio-Visual News* supplements these two catalogs.



CATALOG OF
FILMS

LOS ANGELES CITY SCHOOL DISTRICTS
DIVISION OF INSTRUCTIONAL SERVICES
PUBLICATION NUMBER 530 • REVISED, 1957

CATALOG
WALL CHARTS
EXHIBITS
SLIDES
PICTURES
FILMSTRIPS
TRANSCRIPTIONS
1957
for secondary grades
AUDIO-VISUAL MATERIALS

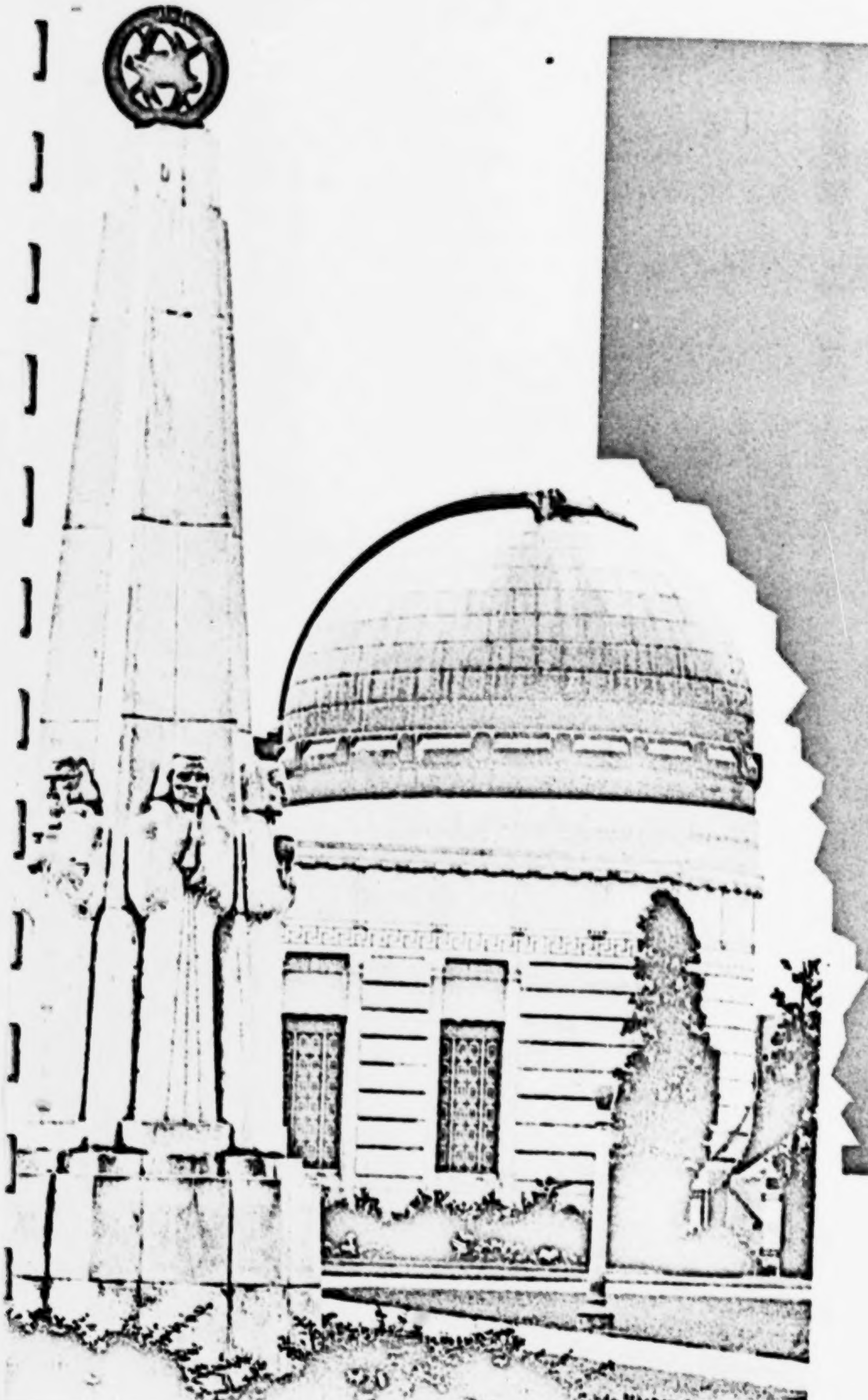
SECONDARY EDITION
AUDIO-VISUAL NEWS
AUDIO-VISUAL SECTION
INSTRUCTIONAL AIDS AND SERVICES BRANCH
LOS ANGELES CITY SCHOOLS
EDITOR, Dale W. Eymann, Secondary Supervisor
Audio-Visual Section, Sentous Center
VOL. 6, SEC. ED. No. 3
JANUARY 15, 1960

NEW INSTRUCTIONAL FILMS

This issue is a supplement
to your regular film catalog.

...PREPARATORY OR FOLLOW-UP ACTIVITIES

Listed below are materials which might be used to increase the learning of a class following a visit to the Griffith Observatory and Planetarium.



FILMS

Fsd 520-4	HOW MANY STARS (11 min., color)
Fsd 629.138-1	EXPLORING BY SATELLITE (28 min., color)

EXHIBIT

S-11	STAR DOMES, Set 1 (30 items)

FILMSTRIPS

S-160	EXPLORING THE SPACE AROUND EARTH, Set 1 (color)
S-161	INFORMATION FROM SATELLITES, Set 1 (color)

TRANSCRIPTION

No. 118	DR. EDWARD TELLER: THE SIZE AND NATURE OF THE UNIVERSE; THE THEORY OF RELATIVITY (1 transcription, 25 min. each side, 1 booklet, 1 astronomical chart, 28 x 42 in.)

WALL CHART

G-38	ASTRONAUTIC SYSTEMS, Set 1 (color, 22 x 44½ in.)

SUGGESTIONS FOR MAKING YOUR SCHOOL JOURNEY A SUCCESS

From the experiences of teachers and from various other sources, the following suggestions for making a successful field trip have been gathered. It is hoped that this outline will make the experience more valuable to the pupils, facilitate the work of planning and organizing, and encourage more teachers to participate in this worthwhile activity.

I. PREPARATION

A. Teacher Preparation for a Regular School Journey

1. Select the school journey you desire from this catalog.

2. Obtain the approval of your principal.

3. Call the Transportation Branch, RIchmond 7-4411, Extension 466, following procedures outlined on page 2.

4. If possible, make the visit yourself prior to the date of the class journey.

B. Pupil Preparation

1. Distribute Form 34-EH-17, "Parent's Approval," to pupils and set a deadline for its return. Distribute "Activity Excuse Form" for classes from which pupils will be absent.

2. Request help in supervision, if necessary, from parents or the P.T.A. (Parents must furnish their own transportation.)

3. Motivate pupils for the field trip. Relate things to be seen on the field trip with the unit being studied.

4. With the class, establish the objectives of the trip. Explain the type of evaluation which will be required.

5. Develop standards for safety and behavior during the entire school journey. Be sure that pupils understand the host-guest aspects of the trip.

6. Plan with pupils the things they will need to bring, including lunches.

A film which you may fine useful for pupils in planning a school journey is called "Education Plus: the Field Trip," Fsd 371.33-13.

II. THE TRIP -- DIRECTED OBSERVATION

A. If a guide is provided by the organization being visited, give him a clear idea of the purpose of the tour.

B. Inform the guide of any questions formulated by the class prior to the excursion.

C. Place members of the group in a manner so that all may hear the guide and see the operations or processes.

D. Permit note-taking and sketching by the pupils if time is available.

The teacher is responsible for the supervision of the pupils at all times. If no guide is provided, the teacher must be well-informed on the details of operations or nature of the display.

III. THE FOLLOW-UP

A. Discuss after the trip such things as:

1. Questions listed before the trip and answers obtained.
2. Contributions of the trip to the unit being studied.
3. Behavior of the class during the trip.

B. Engage in follow-up activities, such as:

1. Search for more information.
2. Oral or written tests.
3. Collection of materials, such as sea shells, plants, insects.
4. Use of related materials from home.
5. Use of audio-visual materials.

C. Evaluate the school journey for such values as:

1. Expanded pupil contact with community activities.
2. Development of keen and accurate observation.
3. Retention of the information received.
4. Enrichment of the unit of study.

LISTING OF SCHOOL JOURNEYS BY SUBJECT AREAS

Complete information for each school journey listed here may be found in the alphabetical listing of the main body of the catalog beginning on page 17. The abbreviations which follow each journey title refer to the grade level for which the journey is intended. These abbreviations are:

jh – junior high school
sh – senior high school
jc – junior college

AGRICULTURE

Arden Farms Company (jh,sh,jc)
California State Polytechnic College (jh,sh)
City Market of Los Angeles (jh,sh,jc)
Descanso Gardens (jh,sh)
Henry E. Huntington Library and Art Gallery (jh,sh,jc)
Los Angeles County and State Arboretum (jh,sh)
Museum of Science and Industry of California (jh,sh,jc)
U.S. Weather Bureau (jh,sh,jc)
University of California at Los Angeles School of Agriculture (jh,sh)
Wilson and Company (jh,sh,jc)

ART

Aberle, Dan, Inc. (sh,jc)
Art Galleries (jh,sh,jc)
Art Schools (sh,jc)
Foster and Kleiser Company (sh,jc)
Henry E. Huntington Library and Art Gallery, (jh,sh,jc)
Los Angeles City Hall, Tour No. 1 (jh,sh,jc)
Los Angeles City Planning Commission (sh,jc)
Los Angeles City Public Library (jh,sh)
Los Angeles County Museum of History, Science, and Art (jh,sh,jc)
Los Angeles Municipal Art Gallery (jh,sh,jc)
Los Angeles Trade-Technical College, Art Branch, Tour No. 1 (sh)
Miller, Herman, Furniture Company (sh,jc)
Museum of Science and Industry of California (jh, sh,jc)
Pacific Outdoor Advertising Art (jh,sh,jc)
Pasadena Art Museum (jh,sh,jc)
The Prudential Insurance Company of America, Tour No. 1 (sh,jc)
Sascha Brastoff Products, Inc. (sh,jc)
Southwest Museum (jh,sh,jc)
Van Keppel-Green (jh,sh,jc)
Wallace China Company, Ltd. (jh,sh,jc)
Western Lithograph Company (sh,jc)

BUSINESS EDUCATION

Bank Visits (jh,sh)
Barker Brothers Corporation (sh,jc)
Bullock's, Inc. (sh,jc)
California State Dept. of Employment (sh,jc)
City Market of Los Angeles - Marketing (jc)
Farmers Insurance Group, Tour No. 2 (sh,jc)
International Business Machines (sh,jc)
Los Angeles County Superior Courts (sh,jc)
May Company (sh,jc)
Museum of Science and Industry of California (jh,sh,jc)
Occidental Life Insurance Company of California (sh,jc)
Pacific Coast Stock Exchange (sh)
Pacific Mutual Life Insurance Company (jh,sh,jc)
Pacific Telephone Company, Accounting Offices (sh,jc)

BUSINESS EDUCATION (cont.)

Pacific Telephone Company, Directory Office (sh,jc)
Pacific Telephone Company, Local Offices (sh,jc)
Remington Rand Division (jh,sh,jc)
J. W. Robinson Company (sh,jc)
Silverwoods (sh,jc)
Southern California Gas Company (sh,jc)
Statler Hilton Hotel (sh,jc)
Tidewater Oil Company (sh,jc)
United Air Lines, Inc. (sh,jc)
U. S. Customs Service, Appraiser's Stores (sh,jc)
Western Union Telegraph Company (sh,jc)

DRIVER EDUCATION

California State Dept. of Motor Vehicles (sh)
Farmers Insurance Group, Tour No. 1 (sh)
Los Angeles Municipal Traffic Court (jh,sh,jc)
Los Angeles Police Administrative Building (jh,sh,jc)

ENGLISH

Henry E. Huntington Library and Art Gallery (jh,sh,jc)
Los Angeles City Public Library (jh,sh)
Los Angeles County Museum of History, Science, and Art (jh,sh,jc)
Los Angeles Engraving Company (jh,sh,jc)-Journalism
Los Angeles Evening Herald-Express (sh,jc)-Journalism
Los Angeles Times (jh,sh,jc)-Journalism

FOREIGN LANGUAGES

International Institute (sh,jc)
Olvera Street and Old Plaza Church (jh,sh)

HOME NURSING

Los Angeles City Health Centers (jh,sh,jc)
Red Cross, American National (sh,jc)
Salvation Army Day Nursery (jh,sh,jc)

HOMEMAKING

Aberle, Dan, Inc. (sh,jc)
All Nations Foundation (sh,jc)
Arden Farms Company (jh,sh,jc)
Barbara Ann Baking Company (jh,sh,jc)
City Market of Los Angeles (jh,sh,jc)
Goodwill Industries of Southern California (jh,sh,jc)
Helms Bakeries (jh,sh,jc)
Henry E. Huntington Library and Art Gallery (jh,sh,jc)
International Institute (sh,jc)
Los Angeles City Dept. of Water and Power (sh)
Los Angeles City Health Centers (jh,sh,jc)
Los Angeles City Schools Child Care Centers (jh,sh,jc)
Los Angeles County General Hospital (jh,sh,jc)
Los Angeles County Museum of History, Science, and Art (jh,sh,jc)
Los Angeles Municipal Art Gallery (sh,jc)
Miller, Herman, Furniture Company (sh,jc)
Orthopaedic Hospital and Clinic (sh,jc)
Ralphs Grocery Company (jh,sh)
Rancho Los Amigos Hospital (sh,jc)
Safeway Stores, Inc. (sh,jc)
Salvation Army Day Nursery (jh,sh,jc)
Southern California Edison Company (jh,sh)

HOMEMAKING (cont.)

Southwest Museum (sh,jc)
Statler Hilton Hotel (sh,jc)
Von's Market (jh,sh)
Wallace China Company, Ltd. (sh,jc)
Wilson and Company (sh,jc)

INDUSTRIAL ARTS

Aberle, Dan, Inc. (sh,jc)-Architecture
Aluminum Company of America (sh,jc-boys)
A. J. Bayer Company (jh,sh,jc-boys)
Bethlehem Pacific Coast Steel Corporation (sh)-Vocational Shop
Chrysler Corporation (jh,sh,jc)
East Los Angeles College (sh)-Photography
Firestone Tire and Rubber Company (sh,jc)
Ford Motor Company (jh,sh,jc)
General Motors Corporation, Tours No. 1 and 2 (jh,sh,jc)
B. F. Goodrich Company (jh,sh,jc)
International Business Machines (sh,jc)
Long Beach Naval Shipyard (sh,jc)
Los Angeles City College (sh)-Photography
Los Angeles Engraving Company (jh,sh,jc)
Los Angeles Evening Herald-Express (sh,jc)
Los Angeles Times (jh,sh,jc)
Los Angeles International Airport (jh,sh,jc)
Los Angeles Trade-Technical College, Art Branch, Tour No. 2 (sh)-Photography
Miller, Herman, Furniture Company (sh,jc)-Architecture
Museum of Science and Industry of California (jh,sh,jc)
Pacific Telephone Company, Local Offices (sh,jc)
The Prudential Insurance Company of America, Tour No. 2 (jc)-Architecture, Engineering
Santa Fe Railway Freight Depot (jh,sh,jc)
Santa Fe Railway Roundhouse (jh,sh,jc)
Sascha Brastoff Products, Inc. (sh,jc)-Architecture
Shell Oil Company (jh,sh,jc)
U. S. Rubber Company (jh,sh,jc)
Van Keppel-Green (jh,sh,jc)-Architecture
Van Nuys Airport (jh,sh,jc)
Western Lithograph Company (sh,jc)
Western Union Telegraph Company (sh,jc)

MATHEMATICS

Bank Visits (jh,sh)
California Institute of Technology (sh,jc)
Griffith Observatory and Planetarium (jh,sh,jc)
International Business Machines (sh,jc)
Los Angeles International Airport (jh,sh,jc)
Mount Wilson Observatory (jh,sh,jc)
Occidental Life Insurance Company (sh,jc)
Shell Oil Company (jh,sh,jc)
U. S. Rubber Company (jh,sh,jc)
U. S. Weather Bureau (jh,sh,jc)
University of California at Los Angeles, Dept. of Mathematics (sh)

MILITARY TRAINING

Long Beach Naval Shipyard (sh,jc)

MUSIC

Los Angeles Philharmonic Orchestra (jh,sh,jc)

SCIENCE

Audubon Center of Southern California (jh,sh)
Cabrillo Beach Marine Museum (jh,sh,jc)
California Institute of Technology (sh,jc)
Firestone Tire and Rubber Company (sh,jc)
Ford Motor Company (jh,sh,jc)
General Motors Corporation, Tours No. 1 and 2 (jh,sh,jc)
B. F. Goodrich Company (jh,sh,jc)
Griffith Observatory and Planetarium (jh,sh,jc)
Helms Bakeries (jh,sh,jc)
International Business Machines (sh,jc)
La Brea Tar Pits (jh,sh,jc)
Los Angeles County General Hospital (jh,sh,jc)
Los Angeles County Museum of History, Science, and Art (jh,sh,jc)
Mount Wilson Observatory (jh,sh,jc)
Museum of Science and Industry of California (jh,sh,jc)
Pacific Telephone Company, Toll Center (sh,jc)
Red Cross, American National (sh,jc)
Shell Oil Company (jh,sh,jc)
Union Oil Company (jh,sh)
U. S. Rubber Company (jh,sh,jc)
U. S. Weather Bureau (jh,sh,jc)
University of California at Los Angeles, Medical Center (sh,jc)
Van Nuys Airport (jh,sh,jc)

SOCIAL STUDIES

All Nations Foundation (sh,jc)
American Institute of Family Relations (sh,jc)-Senior Problems
Bank Visits (jh,sh)
Braille Institute of America, Inc. (sh,jc)
California State Dept. of Employment (sh,jc)-Senior Problems
Children's Hospital (sh,jc)
City Market of Los Angeles (jh,sh,jc)
Firestone Tire and Rubber Company (sh,jc)
Ford Motor Company (jh,sh,jc)
General Motors Corporation, Tours No. 1 and 2 (jh,sh,jc)
B. F. Goodrich Company (jh,sh,jc)
Goodwill Industries of Southern California (jh,sh,jc)
Henry E. Huntington Library and Art Gallery (jh,sh,jc)
International Institute (sh,jc)-Senior Problems
La Brea Tar Pits (jh,sh,jc)
Los Angeles City Fire Dept. (jh,sh)
Los Angeles City Hall, Tour No. 1 (jh,sh,jc)
Los Angeles City Hall, City Council, Tour No. 2 (jh,sh,jc)
Los Angeles City Health Centers (jh,sh,jc)-Senior Problems
Los Angeles City Planning Commission (sh,jc)
Los Angeles City Public Library (jh,sh)
Los Angeles County General Hospital (jh,sh,jc)
Los Angeles County Government Offices (jh,sh)
Los Angeles Municipal Traffic Court (jh,sh,jc)-Senior Problems
Los Angeles County Museum of History, Science, and Art (jh,sh,jc)
Los Angeles County Superior Courts (sh,jc)
Los Angeles Evening Herald-Express (sh,jc)
Los Angeles Harbor, Tour No. 1 (jh)
Los Angeles Harbor, Tour No. 2 (jh,sh,jc)
Los Angeles Municipal Traffic Court (jh,sh,jc)
Los Angeles Police Administrative Building (jh,sh,jc)
Museum of Science and Industry of California (jh,sh,jc)
Olvera Street and Old Plaza Church (jh,sh)
Orthopaedic Hospital and Clinic (jh,sh,jc)
Pacific Coast Stock Exchange (sh)-Senior Problems
Rancho Los Amigos (sh,jc)
Salvation Army Day Nursery (jh,sh,jc)
San Fernando Mission (jh,sh)
San Gabriel Mission (jh,sh)
Santa Fe Railway Freight Depot (jh,sh,jc)
Santa Fe Railway Roundhouse (jh,sh,jc)
Southwest Museum (jh,sh,jc)
Statler Hilton Hotel (sh,jc)
U. S. District Courts (jh,sh,jc)-Senior Problems
U. S. Weather Bureau (jh,sh,jc)
Van Nuys Airport (jh,sh,jc)
Von's Market (jh,sh)

ALPHABETICAL LISTING OF SCHOOL JOURNEYS

ABERLE, DAN, INC
14633 Ventura Blvd., Sherman Oaks

Art
Homemaking
Industrial Arts

DESCRIPTION

A store displaying a variety of contemporary furniture and accessories. Imported furniture, stainless steel, and dinnerware may be seen, as well as domestic pieces by leading American designers. Contemporary prints, paintings, and sculpture are on display. (Sr. High and Jr. College: advanced art students)

PURPOSE OF VISIT

To show examples of furniture and decorative accessories of leading designers. To provide opportunity to study harmony, texture, color, and forms used by contemporary designers. To permit comparison and evaluation of American offerings with those of other countries.

INSTRUCTIONS FOR VISIT

9 a.m. to 12 m., Monday through Friday
40 maximum
1 hour
No Guide

ALL NATIONS FOUNDATION
824 E. 6th St., Los Angeles

Homemaking
Social Studies

DESCRIPTION

A community center, clinic, and large Boys' Club which are credited with doing an outstanding job in combating juvenile delinquency. A fine example of local government and interracial community cooperation.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide an opportunity to study the facilities of a community-sponsored project. To increase understanding of the problems presented and the work needed for their solution. To show the need for these facilities and their importance in the lives of the young people they serve. To foster correct attitudes and to stimulate interest and support for this work.

INSTRUCTIONS FOR VISIT

9 a.m. to 5 p.m., Monday through Friday
35 maximun
1 hour
Guide

ALUMINUM COMPANY OF AMERICA **Industrial Arts**
5151 Alcoa Ave., Vernon

DESCRIPTION

A plant for aluminum castings, forgings, extrusions, tubes, and rivets. This particular plant and its activities form an integral part of the aluminum and allied industries. (Sr. High and Jr. College boys only)

PURPOSE OF VISIT

To extend the interests of industrial arts majors and to increase their knowledge of the industry. To show the steps in the creation of aluminum products from raw materials. To develop concepts of industrial management and labor relationships.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
30 maximum
2 hours
Guide

Teachers making this trip must send the Transportation Branch a statement that *all* participants are United States citizens.

AMERICAN INSTITUTE OF FAMILY RELATIONS **Senior Problems**
5287 Sunset Blvd., Los Angeles

DESCRIPTION

A tour which includes a description of the nature and work of the Institute; a talk covering such aspects of pre-marital counseling as dating, courtship, and marriage; and visits to the counseling rooms and Children's Department.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To show how problems in family relations may be solved by organized and intelligent attack. To increase awareness of the agencies which provide such help. To offer students an opportunity for experience in group counseling. To appreciate the value of counseling and guidance by qualified persons.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 3:30 p.m., Monday
1 p.m. to 3:30 p.m., Friday
40 maximum
1½ hours
Guide

ARDEN FARMS COMPANY (Creamery)
103 S. Hamel Rd., Los Angeles

Agriculture
Homemaking

DESCRIPTION

A tour through a modern creamery, showing the processing and bottling of milk. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the mode of operation of a basic food industry which affects daily living. To show the relationship of science, technology, and animal husbandry in the manufacture and distribution of a single product offered to the consumer.

INSTRUCTIONS FOR VISIT

9:45 a.m., Monday through Friday
35 maximum, 10 minimum
1 hour
Guide

ART GALLERIES

Art

Galleries throughout the city have art shows of unusual interest from time to time. Art teachers are urged to call the Art Education Office for information about current exhibits. In turn, they are asked to inform the Art Education Office of showings in their areas that would be of interest to other art teachers. Call MAdison 5-8921, Station 457. (Jr. and Sr. High, Jr. College)

See also MUSEUMS.

ART SCHOOLS

Art

There are a number of professional art schools throughout the city where classes may see exhibits and observe students at work. Among the art schools which may be visited are Art Center School, Chouinards Art Institute, and Los Angeles County Art Institute. (Sr. High and Jr. College)

AUDUBON CENTER OF SOUTHERN CALIFORNIA

(National Audubon Society)
1000 N. Durfee Ave., El Monte

Science

DESCRIPTION

A tour on woodland trails where pupils have the opportunity to study the inter-relationships of soil, water, and plant and animal life in an undisturbed habitat; the effects and prevention of erosion; weather, seasonal changes, and climatic changes; and the balance of nature as related to conservation principles and practices.

A visit to the Children's Museum, where pupils may study live exhibits of mammals, insects, reptiles, and marine creatures. There is also a collection of books and pamphlets for further study.
(Jr. and Sr. High)

PURPOSE OF VISIT

To provide first-hand information about a national organization devoted to the scientific study of wild life and the problems of conservation. To foster in pupils a deeper appreciation of the beauty in nature and to further a constructive attitude toward the problems of misuse of natural resources.

INSTRUCTIONS FOR VISIT

10 a.m. and 1 p.m., Tuesday and Wednesday
80 maximum
1½ hours
Guide for every 20 students

BANK VISITS

Business Education
Mathematics
Social Studies
Thrift Clubs

Tours are offered by local branches of Bank of America, National Trust and Savings Association, Security-First National Bank of Los Angeles, Union Bank and Trust Company of Los Angeles, California Bank, Citizens National Bank, and Federal Reserve Bank of San Francisco

DESCRIPTION

Bank tours provide an opportunity for pupils to observe the daily activities of the various departments in a bank, which include:

1. Accounts department. Daily transactions, such as the opening of new accounts, withdrawals, and deposits, are explained; and various business forms are shown.
2. Commercial department. Duties of tellers and other personnel who handle deposits, checking accounts, and change are described.
3. Bookkeeping department. Bookkeeping machines are demonstrated and explained.
4. Loan department. Pupils learn about the various types of loans. Responsibilities of the lender and borrower are outlined.
5. Bank expenses. Explanation is given about the many expenses incurred by banking institutions, such as rent, insurance, equipment, and supply costs.

BANK VISITS (cont.)

6. Bank safeguards. Visit to a vault where security systems and vault uses are described.
(Jr. and Sr. High)

PURPOSE OF VISIT

To increase understanding of the inportance of money and its place in the national economy. To impart a more logical understanding of the function of the banking system. To bring to the pupils an appreciation of the bank's importance to business and to the civic welfare of the people in a community.

INSTRUCTIONS FOR VISIT

Federal Reserve Bank – 9:30 to 10:30 a.m., Monday through Friday.
All other Banks 9 to 10 a.m., Monday through Friday
40 maximum
Federal Reserve Bank – 1 hour
All other banks – 40 minutes
Guide

Teachers of junior and senior high school classes desiring to arrange a visit to a bank should call the Thrift, Conservation, and School Savings Section, RIchmond 9-2051, Extension 72.

BARBARA ANN BAKING COMPANY
3545 Pasadena Ave., Los Angeles

Homemaking
Science

DESCRIPTION

A visit to a modern bakery where pupils will observe flour receiving rooms and the making of bread and rolls. The tour includes observation of ovens and other equipment as well as slicing and wrapping operations.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the importance of cleanliness, temperature control, and exact weights in the manufacture of a basic food. To illustrate how science is used in the food industry.

INSTRUCTIONS FOR VISIT

10 a.m. to 3:30 p.m.; Monday, Thursday, and Friday
35 maximum
1¼ hours
Guide

Because of interrupted baking schedules, no trips may be planned during any week in which there is a holiday.

BARKER BROTHERS CORPORATION

818 W. Seventh St., Los Angeles

Business Education

DESCRIPTION

A tour through a large home furnishings store. Students may view the latest styles in home furnishings set against a background of both traditional and contemporary motifs.
(Jr. College)

PURPOSE OF VISIT

To offer the mature student better understanding of the problem involved in modern retail merchandising and sales. To provide opportunity to observe applications of salesmanship and the general business setting. To review consumer tastes in furnishings.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., Wednesday (No visits during pre-Christmas and pre-Easter periods.)
20 maximum
1½ hours
Guide

A. J. BAYER COMPANY

2300 E. Slauson Ave., Huntington Park

Industrial Arts

DESCRIPTION

A tour through a bronze foundry with appeal for pupils who have an interest in and appreciation for production of ornamental metal for buildings and interest in conveyors and pressed metal operations.
(Jr. and Sr. High and Jr. College: boys only)

PURPOSE OF VISIT

To increase understanding of the uses of metal and the structural problems involving the use of steel, bronze, and aluminum. To develop an appreciation for the many opportunities in the various job classifications offered in this industry. To make meaningful the idea of "mass production."

INSTRUCTIONS FOR VISIT

8 a.m. to 1 p.m., Monday through Friday
40 maximum
1 hour
Guide

BETHLEHEM PACIFIC COAST STEEL CORPORATION

Industrial Arts

6000 Alcoa Ave., Vernon

DESCRIPTION

A visit to a steel plant where students may observe the steps necessary in the manufacture of steel.
(Sr. High: vocational shop classes)

PURPOSE OF VISIT

To increase understanding of the processes in the manufacture of steel. To provide opportunity for observation of the skills and training necessary for employment in the industry. To see why an industrial safety program and good safety habits are necessary.

INSTRUCTIONS FOR VISIT

10 a.m. to 1 p.m., Monday through Friday
25 maximum
1 hour
Guide

BRAILLE INSTITUTE OF AMERICA, INC.

Social Studies

741 N. Vermont Ave., Los Angeles

DESCRIPTION

A national institution for persons who are blind. Contains library of Braille books, "Talking Books," and magazines. The Institute also conducts a program of social welfare, home teaching, vocational rehabilitation, and recreation for blind people.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To show the work that is being done with the blind. To stimulate thinking about the obligations and responsibilities of a community toward its less fortunate citizens. To increase student knowledge of community agencies.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
No maximun
1 hour
Guide

BULLOCK'S INC.

659 S. Broadway, Los Angeles

Business Education

DESCRIPTION

Behind-the-scenes operation of a retail store, including performing of services, receiving, marking, alteration, and wrapping. Special attention is also given to display of merchandise and to business machines, stock rooms, and storage control.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To orient the student to the many facets of the operation of a large department store. To bring to business majors an opportunity to witness the daily tasks of specialists in the merchandising field. To stimulate those with special aptitudes in this field.

INSTRUCTIONS FOR VISIT

9 to 11 a.m., Tuesday through Friday
50 maximum
1 hour
Guide

CABRILLO BEACH MARINE MUSEUM

3720 Stephen M. White Dr., San Pedro

Science

DESCRIPTION

A visit to an exhibit of marine life characteristic of the California coast. Displayed are a collection of tropical marine life, ship models, and nautical instruments.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To enrich classroom work in natural science with special study of the marine life along the coast. To extend acquaintanceship with a single specimen to many species and classifications in this field. To develop an understanding of the importance of cataloging and of attention to detail in mounting specimens for study.

INSTRUCTIONS FOR VISIT

9 a.m. or 10 a.m., Monday through Sunday
Lectures Monday through Friday by Capt. John Olguin
70 maximum
1 hour
Guide

CALIFORNIA INSTITUTE OF TECHNOLOGY

1201 E. California St., Pasadena

Mathematics
Science

DESCRIPTION

A tour of the campus of this famous science and engineering school includes visits to the laboratories. Of special interest to science students are the synchroton, an electron accelerator, and other instruments of the atomic age.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide opportunity for students with special interests to observe scientific activities in an institution of higher learning. To orient those planning to engage in scientific research.

INSTRUCTIONS FOR VISIT

11 a.m., Thursday
100 maximum
1½ hours
Guide – one for each 20 students

Guide should be met in the lounge of the Dabney Hall of Humanities.

CALIFORNIA STATE DEPARTMENT OF EMPLOYMENT

1100 S. Flower St., Los Angeles

Business Education
Senior Problems
Social Studies

DESCRIPTION

A State agency responsible for promoting employment security, helping to protect workers from wage loss by finding jobs for the unemployed, and paying unemployment and disability insurance. Students will have opportunity to fill out sample job application forms and learn about job opportunities in various occupational fields. During the tour, Supervisors describe departmental services, including employment counseling, testing, job placement, and payment of unemployment and disability insurance.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To introduce students to an agency which administers programs directly affecting wage earners and employers. To explain to the student the "modus operandi" of a government-provided service from which he can benefit when he enters the labor market. To stimulate thinking regarding governmental activities designed to alleviate the problems of unemployment and to stabilize employment.

INSTRUCTIONS FOR VISIT

9 a.m. to 4 p.m., Monday through Friday
40 maximum
Length of visit varies.
Guide

CALIFORNIA STATE DEPARTMENT OF MOTOR VEHICLES
3500 S. Hope St., Los Angeles

Driver Education

DESCRIPTION

A State agency responsible for the examination and testing of applicants for operator's and chauffeur's licenses. A brief tour is made of the key punch and file sections. A visit is made to the unit which conducts hearings on cases involving drivers accused of negligence.
(Sr. High)

PURPOSE OF VISIT

To acquaint students with the work and responsibilities of the Department of Motor Vehicles. To promote good driving habits. To develop positive attitudes toward governmental agencies charged with the regulation of the people.

INSTRUCTIONS FOR VISIT

9 a.m. to 12 m., 2 to 5 p.m.; Tuesday through Thursday
35 maximum
1 to 1½ hours
Guide

CALIFORNIA STATE POLYTECHNIC COLLEGE, KELLOGG-VOORHIS CAMPUS
Highway 99, Pomona

Agriculture

DESCRIPTION

A tour of a college campus with special attention to the facilities and opportunities in the field of agriculture and related subjects.
(Jr. and Sr. High)

PURPOSE OF VISIT

To acquaint pupils interested in agriculture with the type of college training offered and the breadth of opportunities in this field.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
1 class
1 hour
Guide

CHILDREN'S HOSPITAL

4614 Sunset Blvd., Los Angeles

Social Studies

DESCRIPTION

A visit to a hospital where teaching and research programs are combined with specialized patient care in one of the finest pediatric centers in the country and the only one in the Southwest. Care for every illness and accident of childhood, from birth through age 16, is provided in the 220-bed hospital and 39 specialized out-patient clinics.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint the mature student with the organization and specialization of an institution devoted to the health of children. To increase vocational knowledge in various fields of medicine.

INSTRUCTIONS FOR VISIT

9 to 11 a.m., and 2:30 to 4:30 p.m.; Monday through Friday
30 maximum
1 hour
Guide

CHRYSLER CORPORATION

5800 S. Eastern Ave., Los Angeles

Industrial Arts

DESCRIPTION

A tour which takes the pupil through the various stages of assembly from the framing operations to trimming and painting of bodies. The plant has the latest developments in the industry such as automatic spray-painting equipment using the "electric eye."
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase by observation the understanding of such terms as "assembly line" and "mass production." To provide first-hand information about the division of labor involved in the manufacture of motor cars.

INSTRUCTIONS FOR VISIT

9 a.m. and 1 p.m., Monday through Friday
40 maximum
1½ hours
Guide

Pupils must be 12 years of age or older.
During some weeks each year, there are no tours because of model change-overs.

CITY MARKET OF LOS ANGELES
1057 S. San Pedro St., Los Angeles

Agriculture
Business Education
Homemaking
Social Studies

DESCRIPTION

A large wholesale market devoted to the buying, selling, and packing of all forms of produce. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To expand pupil contacts with activities which affect their daily lives. To increase understanding of the vastness of marketing problems inherent in the feeding of a large city. To show relationships between city and farm.

INSTRUCTIONS FOR VISIT

8 to 10 a.m., Tuesday and Friday
1 class
1 hour
No guide

DESCANSO GARDENS
1418 Descanso Dr., La Canada

Agriculture

DESCRIPTION

A tour of one of Los Angeles County's plant gardens, where special emphasis is given to azaleas and camellias.
(Jr. and Sr. High)

PURPOSES OF VISIT

To provide pupils with opportunities to visit well-planned gardens devoted to specific types of plant culture; to appreciate one of the beauty spots provided for the pleasure of citizens of the community; and to learn names, varieties, and cultural habits of these plants.

INSTRUCTIONS FOR VISIT

8 a.m. to 5:30 p.m., Tuesday through Friday
1 class
1 hour
Guide available at 10 a.m. only

To be assured of obtaining a guide, teachers should contact Transportation Branch one month in advance of the date of the trip.

EAST LOS ANGELES COLLEGE

5357 E. Brooklyn Ave., Los Angeles

Industrial Arts

DESCRIPTION

A visit to the Photographic Department of a junior college. Students may be seen taking studio photographs, processing film, and making enlargements. An exhibit of student photography may also be seen.
(Sr. High: photography classes)

PURPOSE OF VISIT

To provide students with an opportunity to observe the advanced work in photography performed in a college. To show how skill and knowledge of equipment can combine to produce high-quality photographs. To show methods, techniques, and equipment used in picture-taking and processing.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
35 maximum
1 hour
Guide

This trip is also available at Los Angeles Trade-Technical College and Los Angeles City College. See annotations elsewhere in this catalog.

FARMERS INSURANCE GROUP

4680 Wilshire Blvd., Los Angeles

Driver Education

Tour No. 1

DESCRIPTION

A visit to three departments of the automobile insurance exchange division: actuarial, claims, and driver education. Also included are a demonstration of a radar-equipped highway patrol car operated by the truck exchange division of the company; demonstrations of vehicle time stops at various speeds; and explanation of latest types of equipment for testing driver reaction speed and visual acuity.
(Sr. High)

PURPOSE OF VISIT

To develop correct attitudes concerning operation of motor vehicles. To stress the importance of safety, common sense, and skills necessary for efficient driving. To show importance of responsibility and safeguards for liability in case of accidents.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., Monday through Friday
1 class
1½ hours
Guide

Tour No. 2

DESCRIPTION

A visit to various departments of a large, modern insurance office. Students may observe clerical activities involving the uses of many machines, such as electric and standard typewriters, ediphones, calculators, and accounting and bookkeeping machines. Students will visit the I.B.M. tabulating and key punch department as well as observe the complex PBX communications system.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To show the inter-relationships and integration necessary to carry on the activities of a large business organization. To acquaint students with the latest and newest technological advancements in the fields of managerial and clerical vocations as applied to a particular, specialized area of business.

INSTRUCTIONS FOR VISIT

9 a.m. to 3:30 p.m., Monday through Friday
40 maximun
1 hour
Guide

FIRESTONE TIRE AND RUBBER COMPANY

2525 Firestone Blvd., South Gate

Industrial Arts
Science
Social Studies

DESCRIPTION

A tour through part of a factory. In addition, two films are shown. One deals with the change in standard of living of Liberians employed in the rubber industry; the other shows scenes of automobile races, accenting the dependence of drivers on safe tires. Examples of industrial automation may be seen at the plant.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the effect of our nation's industrial needs on people of other lands. To show the interdependence of nations. To show how skills and understanding gained in class can be applied in industry.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 4:30 p.m., Monday through Friday
1 class
1 to 3 hours
Guide

Teachers should specify length of time pupils may stay at the plant to permit adjustments in time schedule of tour.

FORD MOTOR COMPANY
8900 E. Washington Blvd., Pico Rivera

Industrial Arts
Science
Social Studies

DESCRIPTION

A tour through the assembly division of the Ford Motor Company. Pupils may view the whole assembly line process, from the welding of bodies and painting to the final inspections.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint pupils with assembly line mass production of cars. To present information concerning job specifications in this field. To add to pupil's understanding of the integration of science and industry in the field of automobile manufacture.

INSTRUCTIONS FOR VISIT

10 a.m. and 1:30 p.m., Wednesdays and Fridays
40 maximum
1 hour
Guide

FOSTER AND KLEISER COMPANY
1550 W. Washington Blvd., Los Angeles

Art

DESCRIPTION

A view of the entire process by which outdoor advertising panels and painted bulletins are prepared. The tour begins with an illustrated talk on the effectiveness of outdoor advertising and the principles of designing giant posters. A guide takes the students on a tour of the plant, which includes a visit to the art department, where the advertiser and the artists plan the posters in miniature; and to the workrooms, where the artists are painting.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint art and advertising students with a medium of art which has become highly specialized in modern business advertising. To stimulate the student's interest in this form of commercial art as a career. To show the step-by-step processes by which the artist produces the finished poster.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
80 maximum
1 hour
Guide

Tours can be arranged in the evening, upon request.

GENERAL MOTORS CORPORATION
Buick, Oldsmobile, Pontiac Assembly Division
2700 Tweedy Blvd., South Gate

Industrial Arts
Science
Social Studies

DESCRIPTION

A tour through a large automobile assembly plant.
(Jr. and Sr. High and Jr. College: pupils 14 years of age or older)

PURPOSE OF VISIT

To acquaint pupils with community industry. To emphasize need for special skills and preparation in many job classifications. To show the processes involved in assembly-line methods of production.

INSTRUCTIONS FOR VISIT

9:30 a.m. and 1:30 p.m., Monday through Friday
40 maximum (2 teachers)
1½ hours
Guide

GENERAL MOTORS CORPORATION
Chevrolet Assembly Plant
8000 Van Nuys Blvd., Van Nuys

Industrial Arts
Science
Social Studies

DESCRIPTION

A view of the entire automobile and truck assembly process.
(Jr. and Sr. High and Jr. College: pupils 14 years of age or older)

PURPOSE OF VISIT

To increase the pupil's knowledge of industry in the community. To show the technological processes involved in mass production of cars and trucks.

INSTRUCTIONS FOR VISIT

1:30 p.m., Monday and Tuesday
35 maximum
1 hour
Guide

B. F. GOODRICH COMPANY

5400 E. Olympic Blvd., Los Angeles

Industrial Arts
Science
Social Studies

DESCRIPTION

A tour offering pupils a chance to observe the entire process of tire manufacturing. Pupils may pursue further their interests in such fields as chemistry and machine shop organization in a plant which uses one basic raw material.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To study the organization and distribution of assembly units in a major manufacturing plant. To show integration and specialization within one large plant. To stimulate thinking about applications of classroom chemistry to industry and about the uses of raw materials.

INSTRUCTIONS FOR VISIT

1:30 p.m., Friday
15 maximum
1½ hours
Guide

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

342 San Fernando Rd., Los Angeles

14565 Lanark St., Los Angeles

Homemaking
Social Studies

DESCRIPTION

The entire process by which a multitude of discarded household articles, clothing, and pieces of equipment are renovated, repaired, and made into useful, salable items. Income is thus provided for handicapped men and women of all races and creeds. All of the more than 700 employees at Goodwill Industries are handicapped.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase the knowledge about handicapped people and observe their work as capable and useful citizens. To foster correct attitudes concerning handicaps and to dispel false notions about rehabilitation.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
100 maximum
1 hour
Guide

Pupils should be given careful advance instruction to prepare them for the experience of seeing severely handicapped people performing useful and productive work.

GRIFFITH OBSERVATORY AND PLANETARIUM
Griffith Park, Los Angeles

Mathematics
Science

DESCRIPTION

A lecture and demonstration about astronomy. Pupils are conducted to the auditorium, where they will see on a 75-foot overhead dome an imitation sky which shows sun, moon, stars, and planets in their proper scale and perspective. The motions of these bodies may be observed and many of the stars and planets are pointed out and named. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To add to the pupil's understanding of the mechanics of the universe and the science of astronomy. To teach concepts concerning space and time. To provide enrichment concerning the wonders of nature and their place in spiritual and intellectual growth.

INSTRUCTIONS FOR VISIT

10:45 a.m., Tuesday through Friday
1 hour
Up to 450, including teachers
Guide

HELMS BAKERIES
8800 Venice Blvd., Los Angeles

480 S. Vail St., Montebello

Homemaking
Science

DESCRIPTION

A trip during which pupils may see the flour blender, sifter, general storage room, bread mixing room, and traveling ovens of a large bakery. Special points of interest are the laboratory, air washing and conditioning machine, and the slicing and wrapping machines. The cake-decorating room and shipping department are also included in the tour. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the importance of cleanliness, temperature control, and exact weights in the manufacture of a basic food. To show how science is used in the food industry.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 12 m.; Monday, Tuesday, Thursday, Friday
1 class
1¼ hours
Guide

HENRY E. HUNTINGTON LIBRARY AND ART GALLERY

1151 Oxford Rd., San Marino

Agriculture
Art
English
Homemaking
Social Studies

DESCRIPTION

A tour offering an excellent opportunity to observe a world-famous library where scholars do research. Eighteenth-century British portrait paintings and French and English decorative art are displayed in an attractive setting. Collections of rare books and manuscripts, both English and American, are on exhibit. Fifty acres of gardens, including desert plant collections, make this a visit to be enjoyed and remembered.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint pupils with a famous research library and its importance in the intellectual and cultural life of the community. To add to the pupil's appreciation of art and literary masterpieces. To increase the pupil's contact with cultural community agencies.

INSTRUCTIONS FOR VISIT

1 to 4:30 p.m., Tuesday through Friday; closed during October
2 hours

Tickets of admission will be furnished. One teacher or adult chaperon is required for each 12 pupils below college age. Chaperons should stay with their groups throughout visit. Visitors must not wear shoes equipped with metal heel or toe plates.

INTERNATIONAL BUSINESS MACHINES

3424 Wilshire Blvd., Los Angeles

Business Education
Industrial Arts
Mathematics
Science

DESCRIPTION

One of the leaders in the field of electronic equipment for office and industry. Tour includes observation and explanation of electric accounting machines, electric typewriters, and electronic data processing machines.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint the student with the latest electronically operated time- and labor-saving devices. To provide first-hand knowledge about problems confronting administration and accounting departments making the change-over from manual to machine operation.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 5 p.m., Monday through Friday
40 maximum
2 hours
Guide

INTERNATIONAL INSTITUTE
435 S. Boyle Ave., Los Angeles

Foreign Languages
Homemaking
Senior Problems
Social Studies

DESCRIPTION

A tour of an agency whose function is to orient immigrants to the "American way of life." The Institute serves as a cultural center where clubs meet and events of an international and national nature are held. A staff of professionally-trained case workers, speaking many languages, provides service and guidance.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To broaden student's experience concerning agencies which help the community. To make students aware of the kinds of problems which confront the stranger to the United States. To provide worthwhile experience for those with linguistic ability and for those with interest in social service.

INSTRUCTIONS FOR VISIT

3:30 to 4:30 p.m., Monday to Thursday
35 maximum
1 hour
Guide

LA BREA TAR PITS, HANCOCK PARK
650 S. Ogden Dr., Los Angeles

Science
Social Studies

DESCRIPTION

The site of the Rancho La Brea fossil beds from which the skeletons on view at the Los Angeles County Museum were excavated. Pupils meet at the Pit Observation Station. A guide identifies the bones of those prehistoric animals which are shown in the pit, explains the chemical action of the tar, and tells about the work of excavation. Classes tour the grounds, visiting other pits and viewing the west half of the Park, which has been designed to reproduce conditions which existed when ground sloths and sabretooth tigers lived in the region.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To enrich classroom learning by a tour of a fossil excavation site. To make meaningful the concepts of prehistoric natural history. To offer realistic evidence of the importance of these beds to a better understanding of natural history.

LA BREA TAR PITS, HANCOCK PARK (cont.)

INSTRUCTIONS FOR VISIT

10 or 11 a.m., Tuesday through Friday
50 maximum
1 hour
Guide

Teachers may obtain background information on the La Brea Pits in the pamphlet *Teachers' Gallery Guide* (10 cents) by writing to the Division of Education, Los Angeles County Museum, Exposition Park, Los Angeles 37.

LONG BEACH NAVAL SHIPYARD

Long Beach

Industrial Arts
Military Training

DESCRIPTION

A tour through a shipyard in which there are all types of naval vessels in various stages of repair or conversion. Many types of cranes including the world's largest floating crane, the YD-171, may be seen in operation. Three drydocks, the largest more than 1100 feet long, are used to facilitate work performed below a ship's waterline.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide information about the U. S. Navy and to acquaint students with the problems involved in keeping a two-ocean navy at peak performance. To observe industrial techniques involving skills and training offered in many areas of the industrial arts curricula.

INSTRUCTIONS FOR VISIT

9 a.m. to 4 p.m., Monday through Friday
60 maximum
1 to 1½ hours
Guide

Pupils may buy malts, pies, soup, etc., or a complete luncheon costing approximately $1.00, in the shipyard cafeteria. If these facilities are to be used, the Transportation Branch should be notified when the trip is requested.

LOS ANGELES CITY COLLEGE **Industrial Arts**
855 N. Vermont Ave., Los Angeles

This journey for senior high school students of photography is described in the annotation for East Los Angeles College on page 29.

LOS ANGELES CITY DEPARTMENT OF WATER AND POWER **Homemaking**
ELECTRIC LIVING CENTER
4030 S. Crenshaw Blvd., Los Angeles

DEMONSTRATION KITCHEN
5108 Lankershim Blvd., North Hollywood

DESCRIPTION

A lecture and demonstration about electrical appliances and their use. At the Electric Living Center, students may tour a modern electric home. Both facilities feature demonstration of latest methods of electric cooking, handling of home laundry, and the use of many of the electric appliances available to the homemaker.
(Sr. High)

PURPOSE OF VISIT

To increase the student's understanding of the value of time-and labor-saving devices in the home. To show improved methods of handling the job of homemaking.

INSTRUCTIONS FOR VISIT

Electric Living Center
10 a.m. to 12 m.; Tuesday, Thursday, and Friday
Demonstration Kitchen
10 a.m. to 12 m.; Tuesday through Friday
50 maximum (2 teachers)
1 hour
Guide

LOS ANGELES CITY FIRE DEPARTMENT **Social Studies**

DESCRIPTION

A visit to a fire station near the school. Pupils will see fire fighting equipment and meet the men who operate it. Pupils may ask questions regarding the activities of the firemen.
(Jr. and Sr. High)

LOS ANGELES CITY FIRE DEPARTMENT (cont.)

PURPOSE OF VISIT

To increase the pupil's contact with agencies of local government. To develop correct attitudes about fire prevention. To increase the pupil's understanding of the function of government.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., Monday through Thursday
40 maximum
1 hour
Guide

Arrangements may be made through Transportation Branch for a visit to a fire station near the school.

Because of its schedule of fire prevention work in the community, no station can conduct tours throughout the whole time noted above. Schools should be prepared to suggest several alternative dates.

LOS ANGELES CITY HALL
200 N. Spring St., Los Angeles

Art
Social Studies

Tour No. 1

DESCRIPTION

Visit to City Hall, including the Tower, and to municipal art exhibit. Pupils may see a City Council session and other activities of interest.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

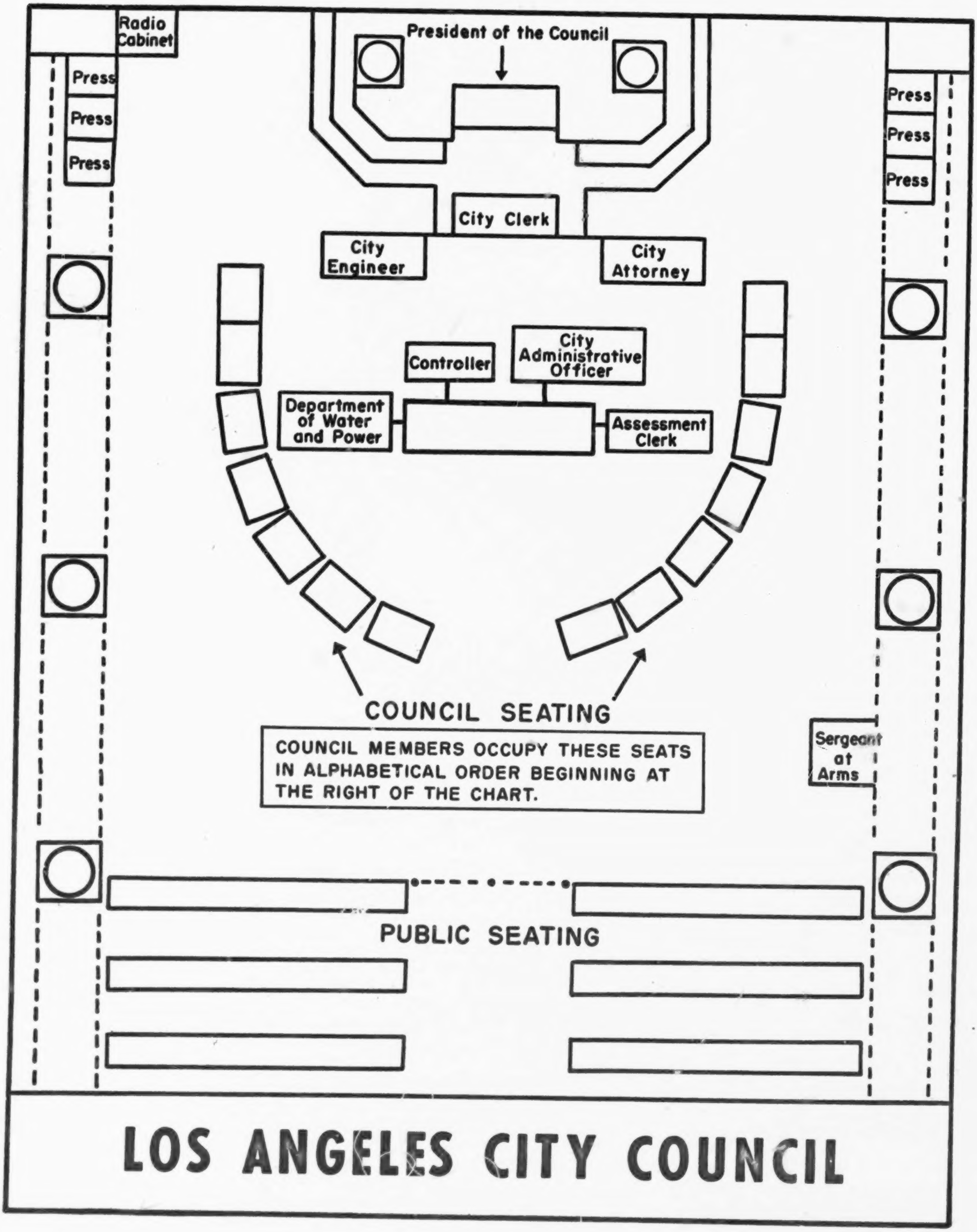
To acquaint pupils with the city government headquarters. To increase knowledge of the functions performed in City Hall and Civic Center. To enrich learning by actual observation of municipal government in action.

INSTRUCTIONS FOR VISIT

8 a.m. to 5 p.m. (Council session: 10 a.m.)
Tour, including Tower: 10 or 11 a.m., Monday through Friday
75 maximum
1 hour
Guide

Classes should meet guide at Spring Street or Main Street entrance.

SEATING CHART


Radio Cabinet
Press
Press
Press
President of the Council
Press
Press
Press
City Clerk
City Engineer
City Attorney
Controller
City Administrative Officer
Department of Water and Power
Assessment Clerk
COUNCIL SEATING
Sergeant at Arms
PUBLIC SEATING

COUNCIL MEMBERS OCCUPY THESE SEATS IN ALPHABETICAL ORDER BEGINNING AT THE RIGHT OF THE CHART.

LOS ANGELES CITY COUNCIL

LOS ANGELES CITY HALL (cont.)
City Council Chamber, Room 140

Social Studies

Tour No. 2

DESCRIPTION

A visit to an activity of local government where legislative and executive processes are in action. Pupils may be present while the City Council is in session.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To observe parliamentary procedure and democratic government in action. To gain more information concerning the step-by-step process of making city laws and ordinances. To develop appreciation of and pride for the community and to encourage interest in civic responsibility.

INSTRUCTIONS FOR VISIT

10 a.m., Monday through Friday
75 maximum (2 teachers)
2 hours
Guide

The City Council convenes at 10 a.m., Monday through Friday.
Refer to diagram on page 40.

LOS ANGELES CITY HEALTH CENTERS

Home Nursing
Homemaking
Science
Social Studies

CANOGA PARK HEALTH CENTER
7107 Remmet Ave., Canoga Park

HOLLYWOOD HEALTH CENTER
6501 Fountain Ave., Los Angeles

PACOIMA HEALTH CENTER
13300 Van Nuys Blvd., Pacoima

SAN PEDRO HEALTH CENTER
122 W. 8th St., San Pedro

SOUTHEAST DISTRICT HEALTH CENTER
4920 Avalon Blvd., Los Angeles

VAN NUYS HEALTH CENTER
6269 Sylmar Ave., Van Nuys

WILMINGTON HEALTH CENTER
612 W. "E" St., Wilmington

DESCRIPTION

A visit to a typical modern health center in the district of the school. Facilities and services differ at the various centers. In general, pupils will see a health clinic,

DESCRIPTION (cont.)

maternity ward clinic, TB clinic, nutrition advice service, headquarters for public health nurses and inspectors, and some laboratory services.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint pupils with the facilities and services offered by the community for the welfare of children. To make available information concerning types of services, including procedures for obtaining service. To offer pupils with interest in nursing a chance to observe the daily routine involved in this specialized work.

INSTRUCTIONS FOR VISIT

10 a.m., Monday through Friday
1 class
1 hour
Guide

LOS ANGELES CITY PLANNING COMMISSION

Room 361, City Hall
200 N. Spring St., Los Angeles

Art
Social Studies

DESCRIPTION

A visit to the department concerned with the preparation and maintenance of a master plan for the physical development of the city, including highways, governmental administrative centers, public works facilities, schools, recreational facilities, airports, and the shoreline. The department regulates the use of privately-owned property through zoning ordinances and state laws and through the approval of proposed subdivisions. Students will be able to see plans and maps and to observe planning technicians at work.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint students with an important department of the city government which is planning for future growth of Los Angeles. To show how planning is carried out. To increase understanding of the research, investigation, and analysis which are necessary before sound plans can be made. To familiarize students with the training and experience necessary to qualify one for employment in city planning.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., Monday through Friday
25 maximum
1 hour
Guide

The annual report of the Los Angeles City Planning Commission entitled *Accomplishments* is available in some of the school libraries and the Los Angeles Public Library. A limited number of additional copies may be obtained by calling MAdison 4-5211, Ext. 2143. The report will be helpful in preparing for this trip.

LOS ANGELES CITY PUBLIC LIBRARY

630 W. 5th St., Los Angeles

Art
English
Social Studies

DESCRIPTION

A tour of the central building and its facilities and services, including murals, sculpture, art exhibits, special displays, book talks, and instruction in the use of the Library. (Jr. and Sr. High)

PURPOSE OF VISIT

To help pupils become acquainted with the largest and most complete library facilities in the community. To provide enrichment for those who desire to know about the cultural resources and research facilities of the community.

INSTRUCTIONS FOR VISIT

10 a.m. to 9 p.m., Monday through Saturday
40 maximum
1 hour
Guide

Teachers with classes who have special interests should so specify when contacting Transportation Branch. Arrangements may be made for visits to branch libraries. Instructions on how to apply for Curricular or Special Trips are listed on page 3.

LOS ANGELES CITY SCHOOLS CHILD CARE CENTERS

Homemaking

DESCRIPTION

Observation of children from ages 2 to 5 years and 9 months. Pupils may see them play, receiving instruction, eating, and resting. Requirements for enrollment, grouping of children, facilities for their care, and training and experience requirements for employees are also observed or discussed.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To demonstrate methods through which a child's needs for food, rest, companionship, and constructive play are met. To observe techniques in predicting and preventing problems. To show differences and similarities between age groups and individual personalities. To understand the advantages and necessity for skilled child guidance.

INSTRUCTIONS FOR VISIT

9 a.m. to 12 m., Tuesday through Thursday
1 class
1 hour
Guide

Transportation Branch will arrange with the Supervisor of Child Care Centers for a visit to a Center which is as close as possible to the school from which the journey begins.

LOS ANGELES COUNTY AND STATE ARBORETUM

301 N. Baldwin Ave., Arcadia

Agriculture

DESCRIPTION

A tour of an arboretum operated by the state and county for the purpose of studying plants from all over the world. The plants are grown in groups according to places of origin. Habits of growth and adaptability can be studied.
(Jr. and Sr. High)

PURPOSES OF VISIT

To provide information about plants from many places in the world and to show how such information is used in development of plants adapted to the environment. To review methods and techniques of research.

INSTRUCTIONS FOR VISIT

9 a.m. to 5:30 p.m., Monday through Friday
70 maximum for guided tours
1½ hours
Guide available Tuesday through Friday

LOS ANGELES COUNTY GENERAL HOSPITAL

1200 N. State St., Los Angeles

Homemaking
Science
Social Studies

DESCRIPTION

A hospital tour which includes observation of a ward, facilities for surgery, kitchens, and library.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To increase pupil contacts with those agencies in the community supported by public funds. To orient pupils who desire to enter nursing or allied vocations.

INSTRUCTIONS FOR VISIT

10 a.m., Monday, Tuesday, and Thursday
25 maximum
2 hours
Guide

Students must be 16 years of age or older.

LOS ANGELES COUNTY GOVERNMENT OFFICES

Civic Center

Social Studies

DESCRIPTION

A tour of the offices of the county government, including the meeting room of the Board of Supervisors and offices of the Sheriff, Planning Commission, District Attorney, Recorder, and Registrar of Voters. Each tour is designed to meet the needs of the pupils involved. (Jr. and Sr. High)

PURPOSE OF VISIT

To observe the center of operations for county government. To introduce persons responsible for conducting county government. To increase understanding of the enormity and complexity of the government of Los Angeles County. To develop constructive attitudes toward government activities and officials. To increase understanding of how county government "works."

INSTRUCTIONS FOR VISIT

9 a.m. to 4 p.m., Tuesday and Thursday
50 maximum
1 to 3 hours, depending on arrangements
Guide

Arrangements should be made with Transportation Branch as far in advance of the trip as possible.

The Board of Supervisors meets at 9 a.m. on Tuesday.

A representative of the Public Information Division of the County government will contact the teacher before the trip to arrange details of the tour.

LOS ANGELES COUNTY MUSEUM OF HISTORY, SCIENCE, AND ART

Exposition Park, Los Angeles

Art
English
Homemaking
Science
Social Studies

DESCRIPTION

Gallery topics are as follows:

History and Anthropology

1. California: Exploration and Missions
   Rancho and American Periods
2. Colonial Life
3. Indians of North America (including California and Southwestern Indians, Plains and Northwestern)
4. Transportation: History of Transportation in Models, Early Vehicles
5. Western Movement
6. World History (art galleries)

DESCRIPTION (cont.)

Science

1. Prehistoric Animals: Rancho La Brea Fossils
   Fossils of California
   Evolution of the Horse
2. Hall of Evolving Life (survey of biology)
3. North American Mammals (habitat groups)
4. African Mammals (habitat groups)
5. Birds and Small Mammals of Los Angeles County
6. Marine Life (habitat groups and shells)
7. Insects and Butterflies
8. Minerals

Art and Historical Background

1. Ancient Art
   - Egyptian
   - Greek and Roman
   - Chinese
   - Sculpture (outdoor gallery on 2nd floor)
2. Gothic, Renaissance and Baroque Art
3. 18th-Century European Art
   - French
   - English
   - Dutch
   - Spanish
4. American Decorative Arts
5. French Impressionism, Modern Painting and Sculpture
   American Painting and Sculpture (last 80 years)

(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To promote pupil exploration of the many fields of study to be found in the museum. To present to the pupil the many artifacts which attest to a rich historical background in all the arts and sciences, from the past and present. To stimulate pupil imagination and heighten curiosity concerning the heritage of American culture.

INSTRUCTIONS FOR VISIT

10 to 11 a.m., 11 to 12 m., or 12 m. to 1 p.m. by appointment for specific gallery study, Tuesday through Friday except holidays, October through second week in June.

The museum is open for unscheduled visiting after 1 p.m. any day *except* Monday and all day Saturday, Sunday, and holidays.

10 to 40 in a group. If there are two or more groups, separate appointments are necessary for reserved gallery study.

LOS ANGELES COUNTY MUSEUM OF HISTORY, SCIENCE, AND ART (cont.)

INSTRUCTIONS FOR VISIT (cont.)

Every effort is made to provide guides in each field. However, because of the number of requests for museum study, they cannot always be provided. Information about the museum and the reserved gallery is mailed to the teacher.

Teachers wishing to visit a particular gallery should so specify.

LOS ANGELES COUNTY SUPERIOR COURTS

111 N. Hill St., Los Angeles

Business Education
Social Studies

DESCRIPTION

A visit to one of the many superior courts in Los Angeles County. Students may observe the physical arrangement of the courtroom and the part each participant has in the proceedings.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To present to business law classes an orientation to the operation of one of the most important parts of the judicial system. To correlate the study of cases in the classroom with actual cases in court. To increase understanding of the role of the courts in a democratic society.

INSTRUCTIONS FOR VISIT

11 a.m., Tuesday and Thursday
50 maximum
1 hour
Guide

LOS ANGELES ENGRAVING COMPANY .

418 E. Pico Blvd., Los Angeles

English
Industrial Arts

DESCRIPTION

A trip through a commercial photoengraving plant. Pupils may view photographic processes, such as stripping, printing, etching, machine work, finishing, and proofing.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To inform pupils about the processes used in the daily output of newspapers and magazines. To supplement the work in the graphic arts classes with first-hand observation of specialized skills necessary for vocational competence in this area.

LOS ANGELES ENGRAVING COMPANY (cont.)

INSTRUCTIONS FOR VISIT

10 a.m., Monday through Friday
40 maximum
1½ hours
Guide

LOS ANGELES EVENING HERALD EXPRESS

1111 S. Broadway, Los Angeles

English
Industrial Arts
Social Studies

DESCRIPTION

A tour through the plant of a major daily newspaper. Pupils may visit many of the departments which contribute to production and observe activities related to news editing, advertising, circulation, and printing.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To add to the student's understanding of newspaper work and production methods. To make more meaningful the importance of this medium of mass communication. To acquaint those with special aptitudes and interests with the vocational opportunities in the field of journalism and related fields.

INSTRUCTIONS FOR VISIT

10 a.m. Monday, Tuesday, Wednesday, and Friday
25 maximum
1 hour
Guide

Group should report to Information Desk at main entrance.

LOS ANGELES HARBOR

Social Studies

Tour No. 1 – San Pedro Harbor

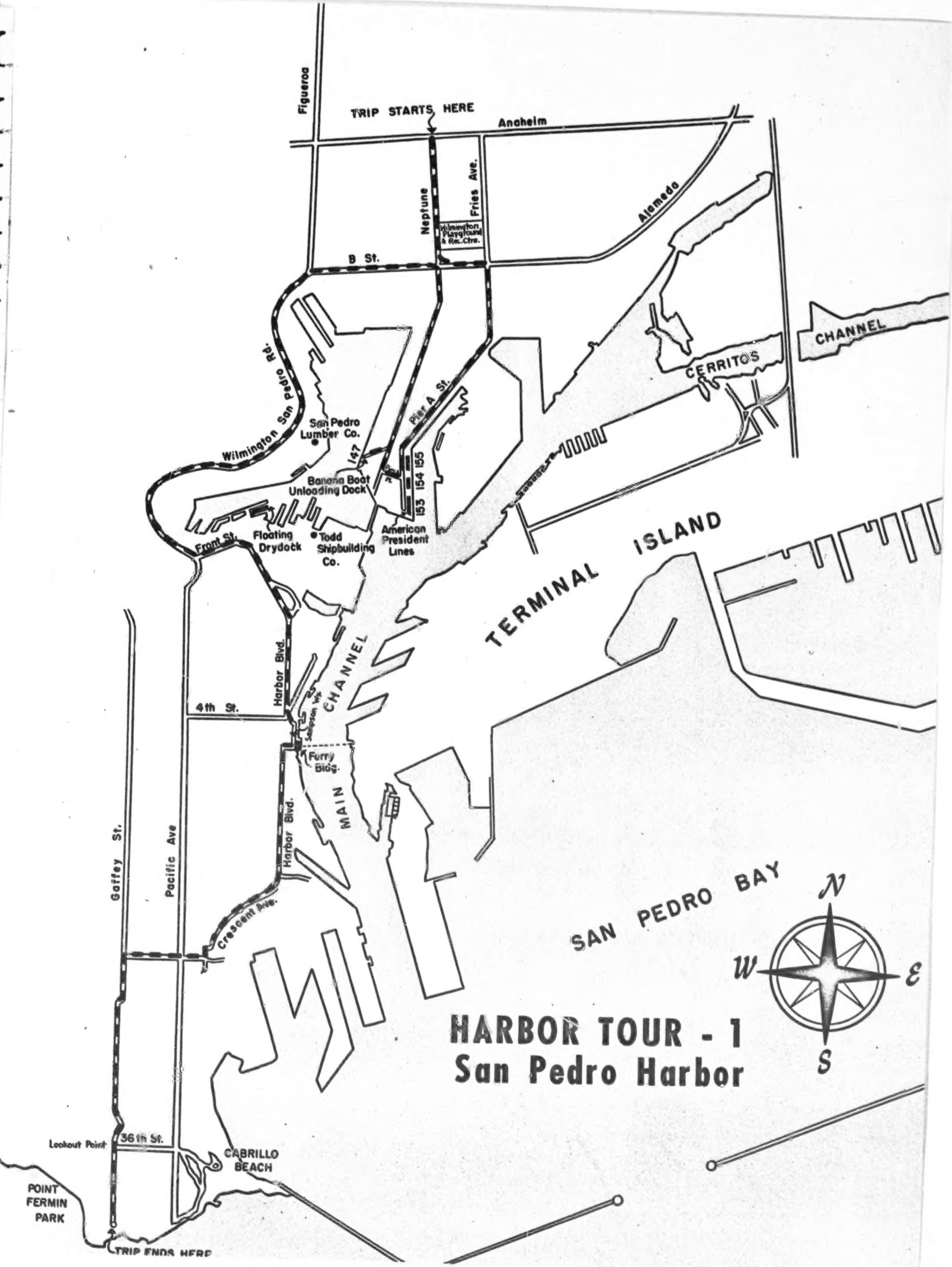
DESCRIPTION

An opportunity to observe the loading and unloading of ships. Freight and passenger ships may also be viewed at close range.
(Jr. High)

Tour No. 2 – Terminal Island

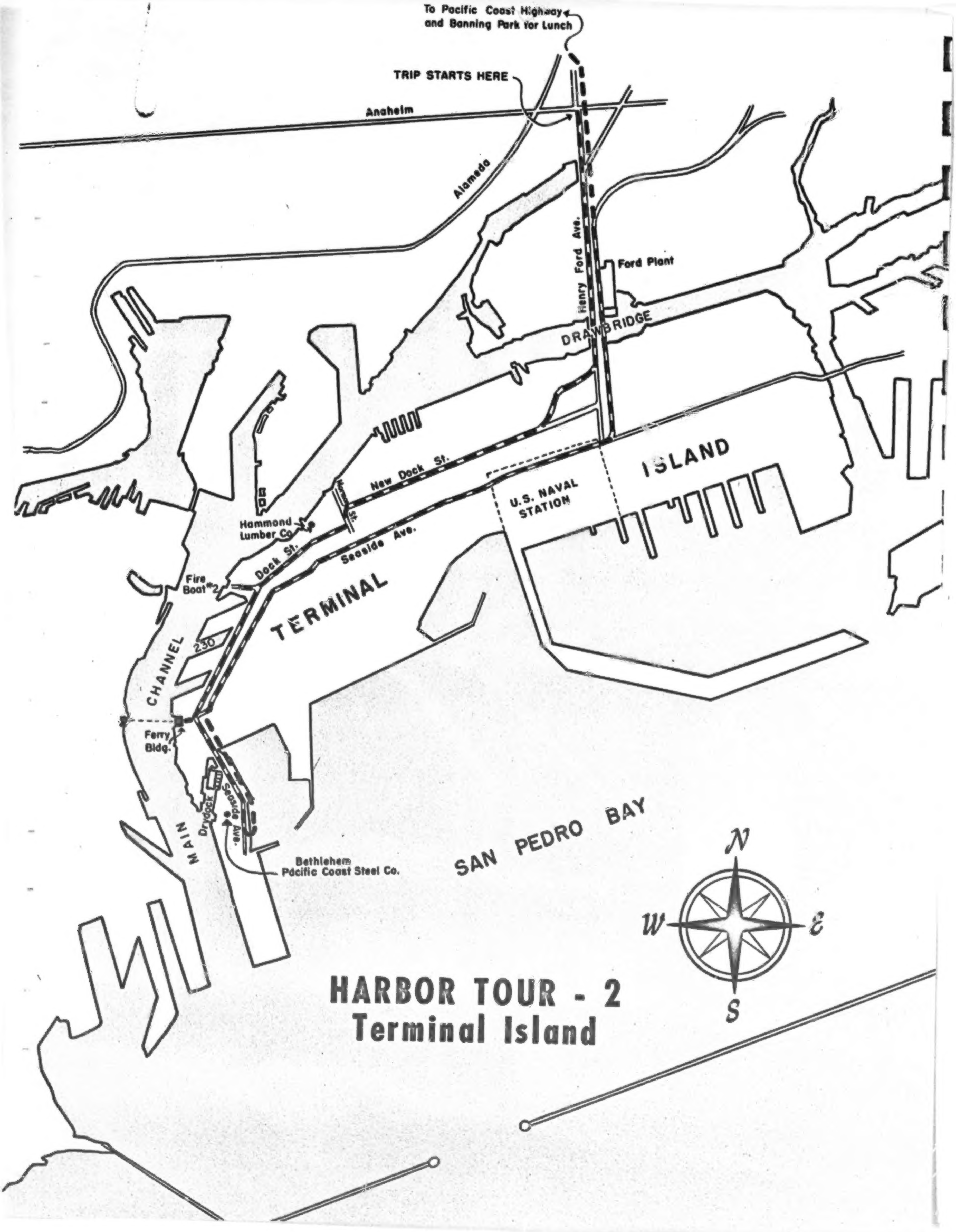
DESCRIPTION

Views of fish canneries, lumber companies, and fish harbors. Pupils may also visit a fire boat.
(Jr. and Sr. High and Jr. College)



HARBOR TOUR - 1
San Pedro Harbor

TRIP STARTS HERE
Anaheim
Figueroa
Neptune
Fries Ave.
Wilmington Playground & Rec. Ctre.
Alameda
B St.
Wilmington San Pedro Rd.
San Pedro Lumber Co.
Pier A St.
147
155
154
153
Banana Boat Unloading Dock
American President Lines
Front St.
Floating Drydock
Todd Shipbuilding Co.
CHANNEL
CERRITOS
TERMINAL ISLAND
Harbor Blvd.
4th St.
Sampson Wy.
MAIN CHANNEL
Ferry Bldg.
Harbor Blvd.
Gaffey St.
Pacific Ave
Crescent Ave.
SAN PEDRO BAY
N
W
E
S
Lookout Point
36th St.
CABRILLO BEACH
POINT FERMIN PARK
TRIP ENDS HERE


To Pacific Coast Highway and Banning Park for Lunch
TRIP STARTS HERE
Anaheim
Alameda
Henry Ford Ave.
Ford Plant
DRAWBRIDGE
ISLAND
U.S. NAVAL STATION
New Dock St.
St.
Hammond Lumber Co.
Dock St.
Seaside Ave.
TERMINAL
Fire Boat #2
230
CHANNEL
Ferry Bldg.
Drydock
Seaside Ave.
MAIN
Bethlehem Pacific Coast Steel Co.
SAN PEDRO BAY
N
W
E
S

HARBOR TOUR - 2
Terminal Island

LOS ANGELES HARBOR (cont.)

PURPOSE OF VISIT

To add to the pupil's understanding of industries which are partly or wholly dependent on water transportation for sale of their products. To increase understanding of the importance of the governmental agencies which regulate activities in the harbor. To view at first hand some of the equipment and facilities used in trans-oceanic commerce and transportation.

INSTRUCTIONS FOR VISIT

10 a.m. to 12:00 m., Monday through Friday
75 maximum (2 teachers)
2 hours
No Guide

Tour No. 1 – Refer to map on page 49.

Tour No. 2 – Teachers wishing to visit the fire boat should so specify when making arrangements with Transportation Branch. Refer to map on page 50.

LOS ANGELES INTERNATIONAL AIRPORT

5800 Avion Dr., Los Angeles

Industrial Arts
Mathematics

DESCRIPTION

An opportunity to observe the general layout and operation of an airport, including the ramp, loading of planes, maintenance hangar, and other terminal facilities.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To enrich the work of the classroom by observation of one of the largest airports in the world. To gain a better understanding of traffic, equipment, maintenance, design, and growth.

INSTRUCTIONS FOR VISIT

10 a.m., 11 a.m. and 1 p.m.; Tuesday, Thursday, and Friday
40 maximum
1 hour
Guide

LOS ANGELES MUNICIPAL ART GALLERY
1649 N. Vermont Ave., Los Angeles

Art
Homemaking

DESCRIPTION

An art gallery with continuous art exhibits. Hollyhock House, designed by Frank Lloyd Wright in 1914 for Aline Barnsdall, is adjoining. This is Wright's first California house, and it is under the jurisdiction of the Department of Recreation and Parks, City of Los Angeles.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To foster interest in current art exhibits and gain a fresh approach to trends and innovations in art. To show an example of the architectural design of one of America's foremost creative architects.

INSTRUCTIONS FOR VISIT

9 a.m. to 9 p.m., Monday through Friday
1 class
1 hour
Guide will be furnished by the Municipal Art Department upon request. Arrangements can also be made to see Hollyhock House.

LOS ANGELES MUNICIPAL TRAFFIC COURT
833 So. Wall St., Los Angeles

Driver Education
Senior Problems
Social Studies

DESCRIPTION

A visit to an agency of local government which deals solely with the problem of traffic. Pupils may observe the drama of daily court procedure.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To focus attention on a particular community problem which merits serious consideration by young and old. To climax the study of legislative and executive functions of city government.

INSTRUCTIONS FOR VISIT

10 a.m. and 1:30 p.m., Tuesday, Wednesday, and Thursday
35 maximum
1½ hours
Guide

LOS ANGELES PHILHARMONIC ORCHESTRA

427 W. 5th St., Los Angeles

Music
Social Studies

DESCRIPTION

A visit to rehearsals of the Philharmonic Orchestra. Under certain circumstances and by special permission of the Music Education Office, pupils in the junior and senior high schools may attend rehearsals.

During the school year, a number of Youth Concerts are presented by the Philharmonic Orchestra. Some are given while school is in session, and others are on Saturday mornings. These concerts are recognized as "school journeys." Details are provided in special bulletins circulated to the schools in the regular manner.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To provide an opportunity for pupils to observe the preparation necessary for a symphony concert. To increase appreciation and knowledge of the community's cultural resources. To relate classroom theory and practice to professional performance.

INSTRUCTIONS FOR VISIT

10 a.m. to 12:30 p.m., Thursday

Rehearsals are held November through April. Arrangements should be made with the Music Education Office before contacting Transportation Branch.

LOS ANGELES POLICE ADMINISTRATIVE BUILDING

150 N. Los Angeles St., Los Angeles

Driver Education
Social Studies

DESCRIPTION

A tour of a modern police facility. Students may observe modern methods of record-keeping, the use of I.B.M. machines for efficient and accurate tabulation, and communications techniques and equipment.
(Jr. College)

PURPOSE OF VISIT

To gain first-hand information concerning modern police methods. To understand the importance of a municipal law-enforcement agency in "promoting the general welfare" of the people. To foster correct attitudes and understandings about the responsibility of maintaining law and order.

INSTRUCTIONS FOR VISIT

10 a.m. to 4 p.m., Monday through Friday
40 maximum
1 hour
Guide

LOS ANGELES TIMES
202 W. First St., Los Angeles

English
Industrial Arts
Journalism

DESCRIPTION

A tour through the plant of a major daily newspaper. Pupils will have an opportunity to visit many of the departments which contribute to the production of a big city newspaper and may observe activities related to news editing, advertising, circulation, and printing. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To add to the pupil's understanding of newspaper work and production methods. To make more meaningful the importance of this medium of mass communication. To acquaint those with special aptitudes and interests with the vocational opportunities in journalism and related fields.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 3 p.m., Monday through Friday
1 class
1 hour
Guide

LOS ANGELES TRADE-TECHNICAL COLLEGE, ART BRANCH
644 W. 17th St., Los Angeles

Art

Tour No. 1

DESCRIPTION

A visit to the art classes of a local junior college. Work being done in each class will be explained and related to training for employment in the art field.
(Sr. High)

PURPOSE OF VISIT

To provide opportunity for students of art to view the advanced work performed in colleges. To increase understanding of the relation of class work to skills and training necessary for success in art. To review the opportunities for employment when training is completed.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
35 maximum
1 hour
Guide

LOS ANGELES TRADE-TECHNICAL COLLEGE, ART BRANCH (cont.) **Industrial Arts**

Tour No. 2

This journey for senior high school photography classes is described in the annotation for East Los Angeles College on page 29.

LOS ANGELES UNION STOCK YARDS COMPANY **Agriculture**

4500 Downey Rd., Vernon

DESCRIPTION

A tour which includes observation of the unloading of cattle, segregation into different pens, judging for size and grade, selling, and loading for the packing houses.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the workings of the meat-packing industry and of grading and buying of cattle; to show the scope of the distributive phase of the meat industry.

INSTRUCTIONS FOR VISIT

9 a.m., Monday through Friday
40 maximum
2 hours
Guide

MAY COMPANY **Business Education**

801 S. Broadway, Los Angeles

DESCRIPTION

A tour through a modern department store, including visits to various departments for observation of business procedures and details of retail merchandising.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To give students the opportunity to view the overall operation of a retail store. To add to knowledge about display, sale, storage, and distribution of the hundreds of items stocked by the store.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Tuesday and Thursday
40 maximum
1 to 2 hours
Guide

MILLER, HERMAN, FURNITURE COMPANY
8806 Beverly Blvd., Los Angeles

Art
Homemaking
Industrial Arts

DESCRIPTION

A visit to a salon which features contemporary furniture. The work of such designers as Charles Eames, George Nelson, and Alexander Girard is displayed.
(Sr. High and Jr. College: advanced art students)

PURPOSE OF VISIT

To offer advanced students a chance to view examples of the newest in furniture design. To arouse interest in new designs and materials. To add to the knowledge of industrial art forms.

INSTRUCTIONS FOR VISIT

9 a.m. to 5 p.m., Monday through Friday
50 maximum
1 hour
Guide

MOUNT WILSON OBSERVATORY
813 Santa Barbara St., Pasadena

Mathematics
Science

DESCRIPTION

A tour of an observatory, including a view of a 100-inch telescope. Exhibits and pictures dealing with astronomy are on display. There is no lecture.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase pupil's understanding of astronomy and the tools and methods which have advanced the science.

INSTRUCTIONS FOR VISIT

1:30 to 4:30 p.m., Monday through Friday; 11 a.m. to 4:30 p.m., Saturday and Sunday
40 maximum
1 hour
No guide

Since there is an admission charge, only sponsored groups may make this journey. The admission price is 30 cents per pupil if tickets are purchased at time of visit. Half price tickets are available when ordered one week in advance.

MUSEUM OF SCIENCE AND INDUSTRY OF CALIFORNIA

Exposition Park, Los Angeles

Agriculture
Art
Business Education
Industrial Arts
Science
Social Studies

DESCRIPTION

A variety of displays concerning science and industry, which include:

Agriculture Hall
Industry Hall
Mineral Hall
Transportation Hall and Model Railway
Animal Industry
Marine Exhibit
Water Resources
Recreation, Parks, and Forests Hall
Omnibus Room
Communications Center
Horticultural Hall -- Used most often for special exhibits in such fields as art, design, and photography

Many exhibits contain animated displays that the visitor sets in motion himself.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To provide a point of departure for those areas of the curriculum featured in the museum.
To increase appreciation of the progress made by the industry.

INSTRUCTIONS FOR VISIT

10 a.m. to 4 p.m., Monday, Wednesday, Thursday, and Friday
45 minutes
40 maximum
Guide

When making reservations with the Transportation Branch, teachers should designate which exhibits they wish pupils to see.

OCCIDENTAL LIFE INSURANCE COMPANY OF CALIFORNIA

1151 S. Broadway, Los Angeles

Business Education
Mathematics

DESCRIPTION

A tour of a modern office, including observation of stuffing and stamping machines in the mailing room, photostatic equipment, an addressograph, I.B.M. and tabulating machines of all kinds, electronic equipment, electric typewriters and various clerical operations.
(Sr. High and Jr. College)

OCCIDENTAL LIFE INSURANCE COMPANY OF CALIFORNIA (cont.)

PURPOSE OF VISIT

To understand the function of an office devoted to the transaction of a highly complex business. To familiarize students with training necessary for work in this field. To show the relationships between classroom theory and business practices.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
40 maximum
2 hours
Guide

OLVERA STREET

Between Sunset Blvd. and Macy St. and Main St. and Alameda St.

Foreign Languages
Social Studies

OLD PLAZA CHURCH (OUR LADY QUEEN OF ANGELS)

100 W. Sunset Blvd., Los Angeles

DESCRIPTION

An area in which the atmosphere of early Los Angeles is preserved. The Spanish influence is reflected by the carretas on display and by remains of old landmarks. Stalls on Olvera Street feature an assortment of merchandise, including Mexican pottery and glassware. (Jr. and Sr. High)

PURPOSE OF VISIT

To increase pupil understanding of the Spanish influence on the culture of California, past and present. To view reconstruction of a typical street of old Los Angeles.

INSTRUCTIONS FOR VISIT

Plaza Church: 10:30 a.m. to 12 m., Monday through Friday
Olvera Street: 10:30 a.m. to 12 m., Monday through Friday
75 maximum (2 teachers)
1½ to 2 hours for both visits
No guide

ORTHOPAEDIC HOSPITAL AND CLINIC

2400 S. Flower St., Los Angeles

Homemaking
Social Studies

DESCRIPTION

A clinic for treatment of children with orthopaedic conditions. One of the first in the country to have a therapeutic pool for hydrogymnastic treatments, this institution provides services without charge or in accordance with ability to pay. A guided tour includes visits to wards, clinical departments, cerebral palsy unit, rehabilitation center, occupational and physical therapy centers, pools, gymnasium, x-ray and photographic sections, and recreational facilities.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To observe the operation of the clinic and its facilities. To help pupils gain an appreciation for the work done for the welfare of children. To develop awareness of the skills and training necessary for various vocations and professions.

INSTRUCTIONS FOR VISIT

10 to 11:30 a.m., except Thursday; 1:30 to 3:30 p.m. Monday through Friday, except Wednesday afternoon
15 maximum
1 to 1½ hours
Guide

Children under 16 are not permitted to visit within the hospital. Arrangements may be made for them to see the out-patient department and a sound film.

PACIFIC COAST STOCK EXCHANGE, LOS ANGELES DIVISION

618 S. Spring St., Los Angeles

Business Education
Senior Problems

DESCRIPTION

A visit to a stock exchange. From the visitors' gallery, students will see the activities on the trading floor. A talk describing the activities and function of the Exchange and a visit to a brokerage office are included.
(Sr. High)

PURPOSE OF VISIT

To observe the activities of a center of stock trading. To increase understanding of the function of the stock exchange and the nature of the stock market. To broaden the student's background for appreciation of the capitalistic economic system.

INSTRUCTIONS FOR VISIT

10 a.m., Monday through Friday
25 maximum
1 hour
Guide

PACIFIC MUTUAL LIFE INSURANCE COMPANY

523 W. Sixth St., Los Angeles

Business Education

DESCRIPTION

A conducted tour showing clerical activities and a wide variety of office machines. One of the largest Univac electronic data processing installations in the west may be seen. Special tours for upper division students interested in any phase of insurance as a career or in mortgage loan and real estate investments.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To observe clerical and office activities. To give advanced pupils with special interests and abilities a chance to study activities related to possible vocations. To enrich the work of the classroom through observation of business problems.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 12 m., Monday through Friday
50 maximum (2 teachers)
1½ hours
Guide

PACIFIC OUTDOOR ADVERTISING COMPANY

995 N. Mission Rd., Los Angeles

Art

DESCRIPTION

A tour which begins with an explanation of the effectiveness of various kinds of outdoor advertising, including painted bulletins and 24-sheet posters. Slides are used to show comparative arrangements of copy and cutouts, and how these factors can affect the selling power of an outdoor advertising bulletin. Pupils may visit hugh workrooms, where artists are painting the bulletins. Techniques involved in this type of painting are described by the art director.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint art and advertising pupils with a medium used in modern business advertising. To clarify the processes which the artist must use, from the preliminary scale-and-idea sketch to the finished poster or painted bulletin, in production of an outdoor advertising display.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
1 class
1 hour
Guide

PACIFIC TELEPHONE COMPANY ACCOUNTING OFFICES

Business Education

DATA PROCESSING DEPT.
208 W. 8th St., Los Angeles

DISBURSEMENT ACCOUNTING DEPT.
318 W. 9th St., Los Angeles

REVENUE ACCOUNTING DEPT.
3649 W. Stocker St., Los Angeles
3525 W. 8th St., Los Angeles
6920 Van Nuys Blvd., Van Nuys
2675 Zoe Ave., Huntington Park

DESCRIPTION

A tour through any one of the accounting offices listed above, which includes observation of the use of the latest business machinery.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To show how skills and information gained in the classroom are used on the job. To increase the student's awareness of the skills and background necessary for successful employment in this field.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., 1 to 4 p.m.; Tuesday through Friday
1 class
1¼ hours
Guide

PACIFIC TELEPHONE COMPANY DIRECTORY OFFICE

849 S. Broadway, Los Angeles

Business Education

DESCRIPTION

A tour through the office responsible for the preparation and maintenance of an up-to-date telephone directory. Included are visits to the advertising, composing, and proofreading departments.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To show how skills learned in the classroom may be used on the job. To increase the student's awareness of the skills and background necessary for successful employment in this field.

PACIFIC TELEPHONE COMPANY (cont.)

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., 1 to 4 p.m.; Tuesday through Friday
1 class
1¼ hours
Guide

PACIFIC TELEPHONE COMPANY LOCAL OFFICES

Business Education
Industrial Arts

DESCRIPTION

A tour is available at a nearby location where students can observe:

Plant Department – Equipment involved which operates the customers' telephones. This includes the network of wires, automatic switching systems, and the testing devices which track down trouble. In addition, students will see employees operating this equipment.

Traffic Department – Handling of telephone calls by switchboard operators; and, at some locations, the work of the information operators.

Business Office – Business transactions with the customers. In the public office, personal contacts involve orders, adjustments, and payment of bills. In the record office, transmission of orders and work of the service representatives may be observed. (Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint the student with the operation of one of the most important systems of communication. To show how skills learned in the classroom may be used on the job. To increase awareness of the skills and background necessary for successful employment in this field.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., 1 to 4 p.m.; Tuesday through Friday
1 class
1¼ to 2 hours
Guide

Teachers should specify class interests when applying to the Transportation Branch. Arrangements will be made with the Telephone Company for a tour of the appropriate length.

PACIFIC TELEPHONE COMPANY
TOLL CENTER
443 S. Olive St., Los Angeles

Science

DESCRIPTION

A tour through one of the technical centers of the Pacific Telephone Company, which begins with a slide presentation showing the entire operation of the facility. Students then see the Television Operating Center; a color television monitor; the "hear your voice" and "see your voice" exhibits; the microwave exhibit; the facilities for ship-to-shore and mobile telephone service; the long-distance switchboard, which features the key pulsing system that activates direct distance dialing equipment; local switching; and the test center.

(Sr. High and Jr. College) The company suggests that this tour is suitable only for the most capable student.

PURPOSE OF VISIT

To offer the mature student an opportunity to examine advanced equipment and observe methods of telecommunications. To relate classroom theory to applied physics as observed in the field of modern communications.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., 1 to 4 p.m.; Tuesday through Friday
50 maximum
1¼ hours
Guide for every 5 students

Security measures require the signature of every person on the tour and issuance of visitors' badges; schools should allow time for this procedure.

Special tours for the gifted of any grade will be arranged by the company. After application to Transportation Branch, teachers will be contacted by the School Teaching Aids Department of the Pacific Telephone Company for discussion of specific plans.

PASADENA ART MUSEUM
46 N. Los Robles Ave., Pasadena

Art

DESCRIPTION

A community museum which displays outstanding exhibitions of art from all over the world. Although most active in modern art, this institution exhibits art from all ages. The tour is recommended especially for pupils from schools in the eastern portion of the school districts. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint pupils with important works of art in exhibitions of great interest. To teach new understanding of the creative process and of relationships between art and life.

INSTRUCTIONS FOR VISIT

9 a.m. to 12 m. and 2 to 4 p.m.; Monday through Friday
35 maximum
1 hour
Guide available upon request

THE PRUDENTIAL INSURANCE COMPANY OF AMERICA

5757 Wilshire Blvd., Los Angeles

Business Education

Tour No. 1

DESCRIPTION

The western home office of a large insurance company. Students may observe up-to-date office equipment and techniques and a complete I.B.M. installation. The nature of positions available to the high school and college graduate will be explained.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To supplement information concerning job qualifications by observation of employee activities in the business world. To supplement counseling and guidance materials directed toward this area of vocational choice and interest.

INSTRUCTIONS FOR VISIT

10 a.m. to 3 p.m., Monday through Friday
30 maximum
1 hour (see note)
Guide

This tour is three hours in length, usually beginning at 10 a.m. On certain occasions, the Prudential Company is able to offer a cafeteria lunch to school groups. Schools interested should so specify when contacting Transportation Branch.

Tour No. 2

Industrial Arts

DESCRIPTION

Tour of a modern office building. Students observe design and lighting from the functional point of view; as well as foundation, floor elements, upright structure, and typical floor layout. Operational and maintenance innovations are explained.
(Jr. College)

PURPOSE OF VISIT

To help students develop keenness of observation and accuracy necessary for success in engineering and architecture. To enable students to gain correct perspective of dimension and detail when relating a scale model to a finished building.

Tour No. 2 (cont.)

INSTRUCTIONS FOR VISIT

10 a.m. to 3 p.m., Monday through Friday
40 maximum
2 hours
Guide

Teachers should indicate specific class interests, such as engineering and architectural design, to assure assignment of a suitable guide.

RALPHS GROCERY COMPANY

Homemaking

DESCRIPTION

A visit to a large food store to observe various departments. Food selection and budgeting will be given special emphasis.
(Jr. and Sr. High)

PURPOSE OF VISIT

To increase understanding of the preparation and handling of food for marketing. To show ways in which the consumer can budget wisely.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Wednesday
30 maximum
1 hour
Guide

The central office of Ralphs Grocery Company will notify the Transportation Branch which market will be visited by the class. An attempt will be made to select a market as near the school as possible.

RANCHO LOS AMIGOS HOSPITAL
7601 E. Imperial Highway, Downey

Homemaking
Social Studies

DESCRIPTION

A tour of a Los Angeles County institution devoted to the care of long-term convalescent patients. The tour consists of:

1. Driving around the grounds (200 acres)
2. Walking through the 500 wards, where visitors will see:
   a. Post-polio and respirator patients
   b. Orthetics Department (Brace Shop)
   c. Outdoor Treatment Area
   d. Training Center (school)
   e. Occupational Therapy Training Area
   f. Physical Therapy Gymnasium
   g. Hydrotherapy Room
3. Walking through the Rehabilitation Workshop
4. A stop at the Craft Center, where patients attend classes and receive instruction in ceramics, leather work, and many other crafts

(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide opportunity for observation and study of the functions of a county agency devoted to the welfare of citizens who are recovering from various illnesses. To help students gain new ideas about rehabilitation therapy. To foster an interest in governmental agencies.

INSTRUCTIONS FOR VISIT

10 a.m. and 1 p.m., Tuesday through Thursday
30 maximum
1 hour
Guide

RED CROSS, AMERICAN NATIONAL
LOS ANGELES REGIONAL BLOOD CENTER
1130 S. Vermont Ave., Los Angeles

Home Nursing
Science

DESCRIPTION

A visit to a blood center. Students first meet in the auditorium to see a film which tells the story of the program. On the tour which follows, students observe facilities for taking blood from donors; a serology test to show how blood is checked for type and group; and methods for testing and storage of blood. An illustrative chart and an exhibit show samples of the various blood derivatives and explain how they are used in saving lives.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To help students gain a more thorough understanding of the work of the blood center from the standpoint of mechanics and techniques. To show the importance of this community-

RED CROSS, AMERICAN NATIONAL LOS ANGELES REGIONAL BLOOD CENTER (cont.)

PURPOSE OF VISIT (cont.)

sponsored agency to the welfare of the community and the nation at large. To create interest in and support for this worthy undertaking.

INSTRUCTIONS FOR VISIT

10 a.m., Tuesday through Friday
25 maximum
45 minutes
Guide

REMINGTON RAND DIVISION OF SPERRY RAND CORPORATION

Business Education

2601 Wilshire Blvd., Los Angeles

DESCRIPTION

A tour through a major office equipment manufacturing and servicing organization. Pupils may observe newest types of office equipment in a large modern showroom. The tour includes visits to the second floor to view the layout of a modern office, featuring executive suites, conference rooms, and an inter-office communications system.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint pupils in business classes with functional office layout and equipment and with new automatic filing and clerical devices. To add to classroom understanding by observation of modern sales practices and office procedures.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
25 in group
1 hour
Guide

Tours will be adapted to pupil interests in the field of business education. Teachers should indicate special interests of classes.

J. W. ROBINSON COMPANY
600 W. 7th St., Los Angeles

Business Education

DESCRIPTION

A behind-the-scenes visit to a large modern department store. Procedures for the storing, packaging, displaying, and distribution of merchandise are observed.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide opportunity for observation of business practices as they relate to classroom experiences. To increase understanding of skills and background necessary for successful employment in this field.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 1 p.m., Thursday
1 class
2 hours
Guide

SAFEWAY STORES INC.
BAKERY, DAIRY PRODUCTS, ICE CREAM, AND EGG FACILITIES
6175 E. Slauson Ave., Los Angeles

Homemaking

DESCRIPTION

Processes involved in the preparation and packaging of baked goods and ice cream and in the handling of eggs. Practices of enriching white bread and the legal requirements for materials and preparation of bread and dairy products are explained. Students may observe pasteurization and homogenization equipment in operation and may see weighing, candling, grading, and packaging of eggs. Provisions for sanitary handling of food and for safety of workers are noted.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To understand the care with which modern companies assure sanitation of food, grade for quality, consider consumer wants, and comply with legal requirements. To observe what raw ingredients are contained in prepared products and to observe the application of science and technology to the production of these foods.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 3 p.m., Wednesday
1 class
1 to 3 hours
Guide

Teachers should specify time available for each visit and special class interests (bakery, dairy products, ice cream, or egg facility) if students cannot remain for the three hours.

SALVATION ARMY DAY NURSERY
836 Stanford Ave., Los Angeles

Home Nursing
Homemaking
Social Studies

DESCRIPTION

An agency which provides nursery school experience for children of ages 2 to 6. Children of all racial and religious groups are eligible for service.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To observe the methods by which a child's needs for food, rest, companionship, and constructive play are met. To show differences between age groups and individual personalities. To illustrate the contribution of such a community agency.

INSTRUCTIONS FOR VISIT

9 to 11 a.m., Monday through Friday
20 maximum
1 hour
Guide

SAN FERNANDO MISSION
15101 San Fernando Mission Blvd., Los Angeles

Social Studies

DESCRIPTION

A visit to a California mission, established in 1797. Pupils may see the mission standing today much as it was in its prime. Repairs and restoration of the long monastery building and church, which are the original structures, have been exact. Some of the original Indian paintings and decorations are still on the walls. The tour includes visits to the museum, wine room, the sala, kitchen, hospice, and padre's room.
(Jr. and Sr. High)

PURPOSE OF VISIT

To supplement learning about the missions of California and their part in state culture and history. To show artifacts of Spanish and Indian life. To arouse interest and enthusiasm for the restoration of these historic landmarks.

INSTRUCTIONS FOR VISIT

9 a.m. to 1:30 p.m., Monday through Friday
1 or 2 classes
1 hour
No Guide

SAN GABRIEL MISSION

537 W. Mission Dr., San Gabriel

Social Studies

DESCRIPTION

A tour of the fourth oldest Franciscan mission in California, established in 1771. Of special interest is the series of paintings by Indian artists whose paints were made from crushed grasses and wild flowers. Pupils may see exhibits of stone cooking implements and tools. The tour includes the museum, bedrooms, wine cellar, kitchen, and gardens. (Jr. and Sr. High)

PURPOSE OF VISIT

To supplement learning about the missions of California and their part in state culture and history. To show artifacts of Spanish and Indian life. To arouse interest and enthusiasm for the restoration of these historic landmarks.

INSTRUCTIONS FOR VISIT

9 a.m. to 1:30 p.m., Monday through Friday
1 or 2 classes
1 hour
No guide

SANTA FE RAILWAY FREIGHT DEPOT

970 E. Third St., Los Angeles

Industrial Arts
Social Studies

DESCRIPTION

A tour to a modern freight terminal where pupils may observe railway freight movements, engineering work, and equipment in operation.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To observe the movements of freight cars in the day-by-day handling and distribution of car loadings. To help pupils gain new insights into the importance of railroad transportation to industry and the community generally.

INSTRUCTIONS FOR VISIT

10 to 11:15 a.m., Monday through Friday
40 maximum
1 hour
Guide

One adult must accompany each 10 pupils on this visit

SANTA FE RAILWAY ROUNDHOUSE
2435 E. Washington Blvd., Los Angeles

Industrial Arts
Social Arts

DESCRIPTION

Tour of a large maintenance and equipment plant of a railroad system. Pupils may observe the procedures used in cleaning, oiling, and renovating different types of locomotives. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To enrich classroom learning about railroads. To provide a chance to study and observe what goes on behind the scenes in this transportation field. To clarify concepts about activities and operational procedures connected with maintenance of huge pieces of equipment.

INSTRUCTIONS FOR VISIT

10 to 11:15 a.m., Monday through Friday
40 maximum
1 hour
Guide

One adult must accompany each 10 pupils on this visit. No restroom facilities are available.

SASCHA BRASTOFF PRODUCTS INC.
11520 W. Olympic Blvd., Los Angeles

Art
Industrial Arts

DESCRIPTION

A visit to a beautiful, modern building. Students will see craftsmen at work on ceramic china, jewelry, and pictures. A tour of the laboratory and a brief talk on techniques used in production of ceramics are included.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To observe an example of modern, functional architecture. To observe the steps in design and production of ceramic goods. To increase familiarity with techniques and skills related to manufacture of ceramics.

INSTRUCTIONS FOR VISIT

9 a.m. to 2 p.m., Monday through Friday
15 maximum
1 hour
Guide

SHELL OIL COMPANY
20945 S. Wilmington Ave., Wilmington

Industrial Arts
Mathematics
Science

DESCRIPTION

Observation of the steps in the refining of oil. Receiving, storing, and processing of crude oil are explained.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To aid the pupil in gaining additional knowledge concerning the processes and scientific techniques employed in the production of oil, from the time it is received to the time it is ready for market. To permit study of scientific principles applied to the refining of oil.

INSTRUCTIONS FOR VISIT

9 a.m. to 12 m., Wednesday and Thursday; 1 to 4 p.m., Monday through Friday
50 maximum
Bus required for plant tour
2½ hours
Guide

SILVERWOODS
558 S. Broadway, Los Angeles

Business Education

DESCRIPTION

A visit to a men's and women's clothing store. The tour includes offices; credit, advertising, alterations, and display departments; selling floors; and stock and receiving rooms.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide orientation for students who have vocational preference for the fields of selling and merchandising. To acquaint students with the steps involved in credit transactions and installment purchases. To relate classroom experiences to observed business practices.

INSTRUCTIONS FOR VISIT

9.30 a.m. to 12 m., Tuesday and Wednesday
1 class
1 hour
Guide

SOUTHERN CALIFORNIA EDISON COMPANY **Homemaking**
ELECTRIC LIVING CENTERS
2563 Zoe Ave., Huntington Park

160 N. Bright Ave., Whittier

16 N. 2nd St., Alhambra

DESCRIPTION

A visit to a modern, all-electric kitchen. Demonstrations are arranged beforehand to make available areas of observation and demonstration. Included in these demonstration areas are electric range cooking; food freezer plans and their utilization; and care and use of automatic laundry equipment, and small appliances. Advantages of dishwashers and refrigerators, as well as their care and operation, are explained in each demonstration. An introduction to electronic house power is included.
(Jr. and Sr. High)

PURPOSE OF VISIT

To bring pupils in contact with the newest developments in the field of electric home living and to familiarize them with special characteristics of brand names in the field. To create interest in and understanding of the need for discrimination in consumer purchase of time- and labor-saving devices. To enrich classroom experiences in homemaking through demonstrations of use and care of modern appliances.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 2 p.m., Tuesday through Thursday
75 maximum
Approximately 2 hours
Guide

SOUTHERN CALIFORNIA GAS COMPANY **Business Education**
810 S. Flower St., Los Angeles

DESCRIPTION

A view of the administrative side of the largest natural gas utility in the world. Pupils will visit an automatic billing operation, utilizing the latest in I.B.M. equipment; witness the importance of personal contact in the telephone service bureau; see the dispatching of orders to crews of service men in the field; and learn how a network analyzer (analog computer) works. Special interest groups may also observe other activities, such as stenography, drafting, home economics work, and engineering.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To provide students with a first-hand view of "business in action." To stress the importance of education in the fields of automation and human relations. To provide an insight into the operations of a large, privately owned, government-regulated utility.

INSTRUCTIONS FOR VISIT

9 a.m. to 4 p.m., Monday through Friday
50 maximum
2 hours
Guide

SOUTHWEST MUSEUM

234 Museum Dr., Highland Park, Los Angeles

Art
Homemaking
Social Studies

DESCRIPTION

Views of exhibits showing the arts, crafts, tools, weapons, and food products of the Indians of the Southwest, California, Northwest, Great Plains, Alaska, Mexico, and Peru.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the culture of the Indians who inhabited various parts of the North and South American continents. To understand how art forms reflected the different cultures and environments. To familiarize the pupil with museums as cultural agencies in the community.

INSTRUCTIONS FOR VISIT

Guides are available at 9:45 and 11 a.m., Tuesday through Friday. Unguided tours may be scheduled between 1 and 5 p.m. on the same days.
1 class for guided tours
1 hour

STATLER HILTON HOTEL

930 Wilshire Blvd., Los Angeles

Business Education
Homemaking
Social Studies

DESCRIPTION

A visit to a modern hotel. Tour includes observation of behind-the-scenes activities and services extended to guests. Students may observe luggage and storage rooms, garage facilities, food dispensaries, large and small dining rooms, and banquet rooms, as well as hotel rooms and suites.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To present first-hand information about the variety and specialization of services offered in a large hotel. To familiarize students with opportunities in both unskilled and highly specialized jobs in the service field. To extend classroom knowledge through observation of daily hotel procedures.

INSTRUCTIONS FOR VISIT

10 a.m. to 2:30 p.m., Monday through Friday
25 maximum
1 to 1½ hours, depending on specialization
Guide

This tour can be planned to stress a specific phase of hotel operation, such as food services, housekeeping, or engineering. On a general tour, the kitchens, dining room, banquet room, and a cross section of guest rooms and administrative offices will be included.

TIDEWATER OIL COMPANY
4201 Wilshire Blvd., Los Angeles

Business Education

DESCRIPTION

An office building which illustrates the latest design in architecture, office layout, and use of business machines. The tour includes a visit to the map room, the executive offices, the I.B.M. tabulating department, the payroll section, and the central typewriting bureau. The mail room, tube system, and dictating and transcribing unit may be seen in operation. (Sr. High and Jr. College)

PURPOSE OF VISIT

To show business students how a modern office operates. To provide first-hand knowledge of employment opportunities and qualifications. To offer an opportunity to answer questions regarding office employment.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
25 maximum
1 hour
Guide

The guide will plan a trip adapted to the interests of each group.

UNION OIL REFINERY
1660 W. Anaheim St., Wilmington

Science

DESCRIPTION

A tour through a refinery, which includes displays of working models and mockups showing how petroleum is recovered and refined.
(Jr. and Sr. High)

PURPOSE OF VISIT

To observe the workings of an oil refinery. To show how facts and concepts of science learned in the classroom are being used in industry.

INSTRUCTIONS FOR VISIT

10 a.m. to 2 p.m., Monday through Friday
30 maximum
1 hour
Guide

UNITED AIR LINES, INC.
1001 Wilshire Blvd., Los Angeles

Business Education

DESCRIPTION

A visit to an airline office, permitting students to observe the manner in which sales personnel aid customers on the phone, how availability of flight space is determined, how reservations are processed by machine, and the use of such machines as the teletype and I.B.M. units.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To show how a modern office functions. To increase understanding of the skills and knowledge necessary to perform efficiently in such jobs as will be reviewed.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 4 p.m., Tuesday through Thursday
35 maximum
1 hour
Guide for each 20 students

UNITED STATES CUSTOMS SERVICE, APPRAISER'S STORES
531 Mateo St., Los Angeles

Business Education

DESCRIPTION

A visit to an agency of the United States Customs Service. This is an opportunity to see how merchandise entering Los Angeles from a foreign country is tested and appraised. Imported goods are displayed.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint students with one aspect of the United States Customs Service. To afford an opportunity to see samples of imported merchandise and to learn how it must be declared. To appreciate the services of government in protecting its citizens.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
35 maximum
1 hour
Guide

UNITED STATES DISTRICT COURTS
312 N. Spring St., Los Angeles

Senior Problems
Social Studies

DESCRIPTION

A visit to a local branch of a federal court, where pupils may view civil and criminal actions when court is in session.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To make meaningful the expression, "due process of law." To develop a better understanding of parliamentary procedure and court protocol. To clarify concepts related to such terms as "civil action," "habeas corpus," and "plaintiff."

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m. and 2 to 4 p.m., Tuesday and Wednesday
35 maximum
1-1½ hours
Guide

Classes arriving about 9:45 a.m. will be able to visit court at the beginning of the session. Upon arrival, teachers should contact the office of the clerk, Room 231, for information regarding trials in session. (Trials, jury and non-jury, start on Tuesdays.)

UNITED STATES RUBBER COMPANY
5675 Telegraph Rd., Los Angeles

Industrial Arts
Mathematics
Science

DESCRIPTION

A visit to a major rubber company, where pupils may observe the manufacture of tires, tubes, and other rubber products.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To view an example of a local unit in a large American corporation. To show the steps in assembly-line production. To add to pupils' understanding of the inter-relationships of science and industry.

INSTRUCTIONS FOR VISIT

9 a.m. to 3 p.m., Monday through Friday
20 maximum
2 hours
Guide

A list of the names of pupils and teachers making the tour must be submitted to Transportation Branch 10 days before the date of the visit.

UNITED STATES WEATHER BUREAU
1752 Post Office Building
312 N. Spring St., Los Angeles

Agriculture
Mathematics
Science
Social Studies

DESCRIPTION

A visit to a meteorological agency. Pupils may view equipment used in the office. An explanation of the work of the Weather Bureau is given.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To augment work in the classroom by observation of the "weather man" at work. To clarify technical terminology used in this field. To show the importance of this service to the entire community.

INSTRUCTIONS FOR VISIT

9 a.m. to 3:45 p.m., Monday through Friday
20 maximum
30 minutes
Guide

UNIVERSITY OF CALIFORNIA AT LOS ANGELES
DEPARTMENT OF MATHEMATICS,
NUMERICAL ANALYSIS RESEARCH BUILDING
405 Hilgard Ave., Los Angeles

Mathematics

DESCRIPTION

A demonstration of the SWAC computer housed in the Numerical Analysis Research Building. Uses and characteristics will be explained.
(Sr. High: 11th- and 12th-grade mathematics majors)

PURPOSE OF VISIT

To observe a computing machine in operation. To increase understanding of the uses and nature of such machines. To become aware of the advanced work in mathematics performed by universities.

INSTRUCTIONS FOR VISIT

10 a.m. to 2 p.m., Monday through Friday
30 maximum
1 hour
Guide

UNIVERSITY OF CALIFORNIA AT LOS ANGELES
SCHOOL OF AGRICULTURE, DEPARTMENT OF HORTICULTURAL SCIENCE

Agriculture

300 N. Veteran Ave., Los Angeles

DESCRIPTION

A visit to a School of Agriculture, where students are trained in agricultural research. Methods and techniques of research in floriculture and horticulture may be observed.
(Jr. and Sr. High)

PURPOSE OF VISIT

To acquaint pupils with the opportunities in agricultural research and with the type of training offered at the university. To aid pupils interested in the plant sciences in planning their high school programs in preparation for employment or college training.

INSTRUCTIONS FOR VISIT

9 a.m. to 4 p.m., Tuesday and Thursday
40 maximum without special arrangements
1½ hours
Guide

UNIVERSITY OF CALIFORNIA AT LOS ANGELES
MEDICAL CENTER

Science

10833 Le Conte Ave., Los Angeles

DESCRIPTION

A visit to a well-equipped medical center. Students may visit such facilities as the gross anatomy laboratory, surgery rooms, research laboratories, and the medical audio-visual center.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To tour a medical center and become acquainted with medical research and the men who devote their energies to this work. To encourage interest of capable students in professional and semi-professional careers in medicine.

INSTRUCTIONS FOR VISIT

2 p.m. Tuesday; 10 a.m. Thursday
40 maximum
2 hours
Guide

VAN KEPPEL-GREEN
116 S. Lasky Dr., Beverly Hills

Art
Industrial Arts

DESCRIPTION

A tour of a contemporary furniture and accessories store. Pupils may view imported and domestic articles, such as lamps, porcelain, stainless steel tableware, ceramics, stoneware, crystal, wood ware, and jewelry.
(Jr. and Sr. High and Jr. College: art or design students)

PURPOSE OF VISIT

To add to knowledge about styles, trends, form, and design as exemplified by the creative offerings of leading designers, both in the United States and abroad. To enrich fine arts curricula by study of these offerings.

INSTRUCTIONS FOR VISIT

9:30 a.m. to 12:30 p.m., Tuesday through Saturday
12 m. to 3 p.m. Monday
20 maximum
1 hour
Guide

VAN NUYS AIRPORT
7550 Havenhurst Dr., Los Angeles

Industrial Arts
Science
Social Studies

DESCRIPTION

A visit to a city-owned airport which offers services to owners of private and commercial airplanes and to the Air National Guard. Traffic control procedures and Air National Guard facilities may be observed. A film relative to aviation is shown.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To increase understanding of the role of the city government in planning and providing of airport facilities. To provide opportunity for observation of safety procedures on the ground and in the air.

INSTRUCTIONS FOR VISIT

9:30 to 11 a.m., Tuesday and Wednesday
35 maximum
1 hour
Guide

VON'S MARKET
3644 W. Santa Barbara Ave., Los Angeles

Homemaking
Social Studies

DESCRIPTION

Views of behind-the-scenes activities in a large chain store. Pupils may observe preparation, pre-packaging, and deep-freeze storage of meat, as well as operation of the receiving dock and communication system.
(Jr. and Sr. High)

PURPOSE OF VISIT

To gain new understandings of the problems involved in volume merchandising. To add to consumer knowledge about meat aging, trimming, and preparation. To show relationships of the meat industry to agriculture, science, and health.

INSTRUCTIONS FOR VISIT

10 a.m. to 3:30 p.m., Monday, Tuesday, and Wednesday
40 maximum
1 hour
Guide

WALLACE CHINA COMPANY, LTD.
5500 S. Soto St., Huntington Park

Art
Homemaking

DESCRIPTION

Stages in the manufacturing of vitrified china, from the raw clay to the finished product, including molding, firing, decorating, and glazing.
(Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint pupils with the field of commercial ceramics. To show the planning and preparation necessary for profitable volume production. To add to knowledge about industries in the community.

INSTRUCTIONS FOR VISIT

10 a.m. to 12 m., Monday through Friday
40 maximum
1½ hours
Guide

WESTERN LITHOGRAPH COMPANY
600 E. Second St., Los Angeles

Art
Industrial Arts

DESCRIPTION

A tour through a modern lithographing plant, where students may observe the reproduction of can labels, advertising posters, and other materials.
(Sr. High and Jr. College: students of advanced classes in advertising and commercial art)

PURPOSE OF VISIT

To show the processes involved in this area of commercial graphic arts. To demonstrate how classroom theory is related to industrial practices. To increase understanding of the skills and background required for employment in lithographic reproduction.

INSTRUCTIONS FOR VISIT

9:30 a.m., Monday through Friday
20 maximum
2 hours
Guide

WESTERN UNION TELEGRAPH COMPANY
741 S. Flower St., Los Angeles

Business Education
Industrial Arts

DESCRIPTION

A visit to a modern communications center, featuring high-speed push-button message switching, direct wire services to large cities, telephone recording, Morse telegraphy, ticker service, and delivery operations.
(Sr. High and Jr. College)

PURPOSE OF VISIT

To augment classroom discussion and study through observation of innovations and applications of this means of communication to modern business. To review progress which has been made through research and technological advancements in telecommunications.

INSTRUCTIONS FOR VISIT

10 a.m. to 3 p.m., Monday through Friday
1 class
1 hour
Guide

Upon request, Western Union representatives will talk to students in their own classrooms before or after visits to the communications center.

WILSON AND COMPANY
960 N. Vignes St., Los Angeles

Agriculture
Homemaking

DESCRIPTION

A visit to a meat processing plant. Pupils may view steps in the slaughtering and processing of cattle and sheep. Methods of grading, freezing, and storage are explained. (Jr. and Sr. High and Jr. College)

PURPOSE OF VISIT

To acquaint the pupil with modern scientific meat processing on a commercial scale. To increase knowledge about animal food products. To help pupils become "consumer conscious" of such terms as "government graded" and "prime cuts."

INSTRUCTIONS FOR VISIT

10 to 11 a.m., Monday through Friday
40 maximum
1 hour
Guide

Because of the types of activities to be observed, the teacher should give careful consideration to the selection of pupils to participate in this journey.

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